McFarlin Library Worksheet

Library Services

1. Your TU Student ID also serves as your _________________.

2. Undergraduate students may check out books for ___________ days.

3. Undergraduate students may borrow up to ________ books at any one time.

4. Reserve materials, reference books, magazines and newspapers can be used in the library only. (Check one)
   True ___________  False ____________

5. To access library resources from off-campus, go through _____________________.

6. If a specific book is unavailable at McFarlin Library or if the library does not have sufficient material on a particular topic, students can request material through ______________.

7. Students can ask for assistance from a librarian via (Check all that apply):
   _____ In person at the Reference Desk
   _____ Texting
   _____ Calling the Reference Desk
   _____ Email

8. The library’s web site address is ________________________________.

Search Basics

9) A keyword search usually retrieves ______ items than a subject search, but they may not all be relevant.

10) A keyword search is the best method to use when: (Check all that apply)
   - You are beginning your research ______
   - You write your conclusion ______
   - You are not sure of the correct subject heading ______
   - The database does not have subject headings ______
   - You want to retrieve fewer items __________
**Boolean Searching**

11) Name the three Boolean Searching operators. ___________ ___________ ________

12) The Boolean operator ‘and’ will retrieve the most hits. True ______ False ______

13) The Boolean operator ______ will broaden a search.

**Find Books**

14) Use ________ to find out what books are available at all McFarlin library..

15) Most academic libraries (including the TU Libraries) use the Library of Congress Classification System (LC). True ___________ False ___________

16) What information from the book record is needed to locate the book on the shelf? ________________

17) It is not possible to search for ebooks through Encore. True______ False ______

**Find Articles**

18. Use ________________ to find full-text online articles.

19) All the articles you find in databases are peer-reviewed. True___________ False __________

20) _______________ is an example of a scholarly journal.

21) _______________ is an example of a popular magazine.

22) I can get the same articles found in a library database by using Google. True ____ False ______

**Cite Sources**

23) Citing sources is necessary only when you want to get an “A” paper. True ______ False _____

24) Name one type of style guide for citing sources on a research paper. ________________

**FAQ**

25) Almost all of my questions can be answered on the Library’s FAQ page. True___ False __