McFarlin Library Worksheet

Library Services

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

2. In general, 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.
   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 the ________________ department.

7. Students can ask for assistance from a librarian via (Check all that apply):
   _____ In person
   _____ Texting
   _____ Calling the Library Service 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 ________
   • 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 ___________