

Research Handbook

Mrs. Little

Plattsmouth Middle School Media Center

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Library Overview

Plattsmouth Middle School Media Center

5th, 6th, 7th, and 8th Grades

School Hours:

7:45 am to 4:00 pm

Library Hours:

7:45 am to 4:00 pm

Open access during all hours if the librarian is present.

Librarian:



jlittle@pscd.org

402-296-3174

Plattsmouth Community Schools Mission Statement:

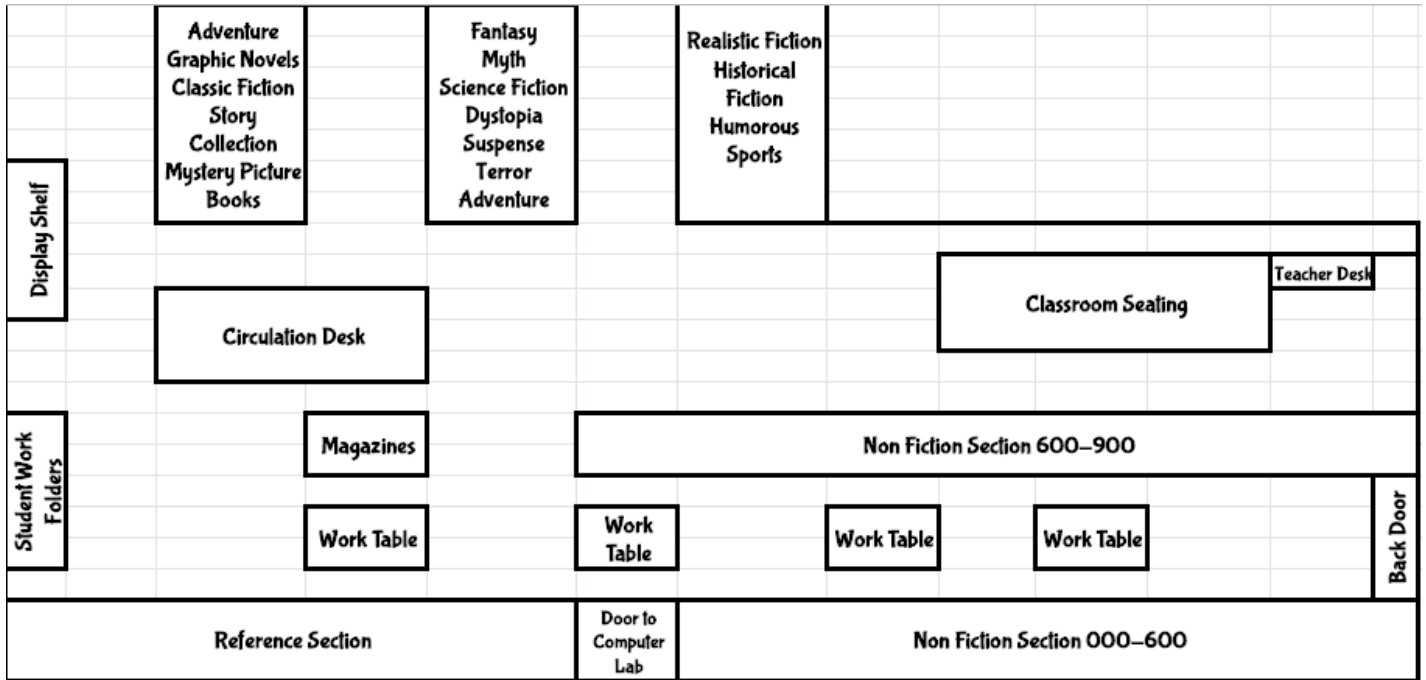
Working in partnership to ensure Academic achievement,
responsible Behavior, and Civic engagement.



Plattsmouth Middle School Media Center Mission Statement:

The mission of Plattsmouth Middle School Media Center is to provide learning resources and create an environment that fosters a safe, respectful, and responsible learning environment for all students.

Plattsmouth Middle School Media Center Map



Call Numbers and Dewey Decimal Overview

How Call Numbers Work:

Non Fiction

1. Call numbers range from 000-999.
2. Then there are the first three letters of the author's last name.

Fiction

1. The top line tells you which section.
2. Then there are the first three letters of the author's last name.

Dewey Decimal Overview

000: General Reference. Information. Computers

100: Philosophy. Psychology

200: Religion

300: Social Sciences

400: Language

500: Natural Science. Mathematics

600: Technology (Applied Sciences)

700: The Arts. Recreation

800: Literature

900: Geography. History

Fiction Categories

Light Blue: Fantasy. Myth. Supernatural. Paranormal

Yellow: Science Fiction. Dystopian.

Light Purple: Suspense. Terror

Dark Purple: Adventure

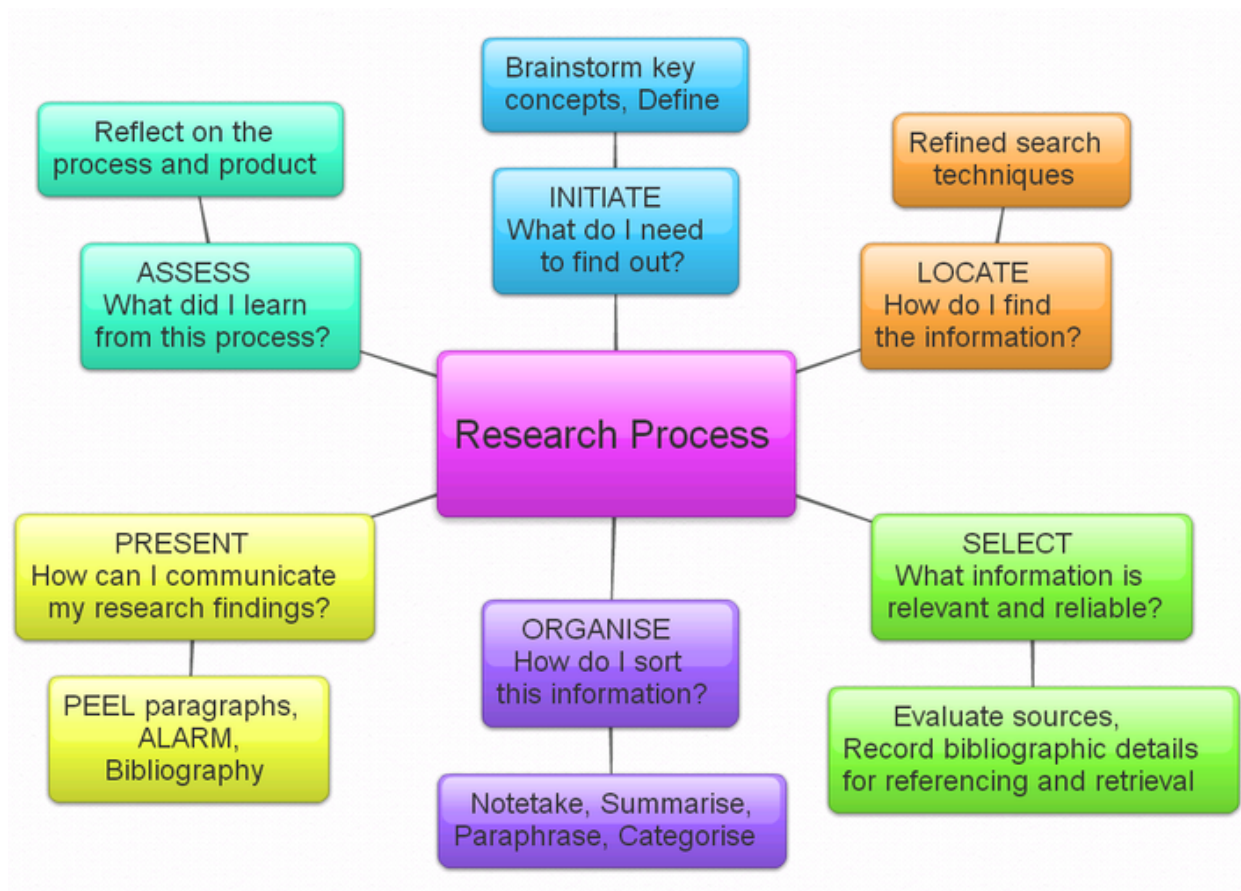
Orange: Graphic Novels

Copper: Classic Fiction

Red: Mystery

Light Green: Story Collection

The Research Process



<https://www.virtuallibrary.info/research-process.html>

Yes, But What Do I DO Now?

Exploring	Investigating	Processing	Creating
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1. **Exploring:** This is where you brainstorm ideas, find out what you already know about your topic. Start looking at your topic and forming key questions to research.
2. **Investigating:** Find the answers to your research questions using reliable sources.
3. **Processing:** Organize your research, analyze your information, and evaluate your work.
4. **Creating:** Create the product you have been tasked to produce. (paper, presentation, etc...)

(The Four Stages of the Research (Inquiry) Process, 2016)



<https://www.topuniversities.com/blog/how-do-research-project-6-steps>

Tools to use for Research

What research resources does our Media Center have to offer you?

Print	Non-Print	Digital
Atlas Biographies Books Dictionaries Encyclopedias Graphs Magazines Maps	Interview people Globes Models Radio Videos Slides	<u>Research Databases:</u> Nebraska Access ProQuest Research Scholastic GO! World Book Online

Check with your librarian to help you
with any questions you may have.



<https://classroomclipart.com/clipart/page-36/Clipart/Tools.htm>

Evaluating Resources

When using resources, you must make sure that the resource is reliable. A handy acronym to help guide you through that is RADAR.

Relevance: How is this information relevant to your assignment?

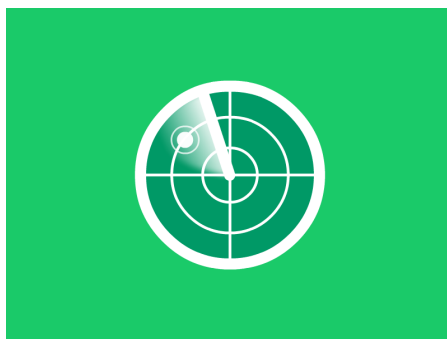
Authority: Who is the author? What makes this person or organization an authoritative source?

Date: When was this information published? Are you able to use older information or does it need to be as current as possible?

Appearance: Does the information look professional or academic? Does it have citations and references?

Reason for writing: Why did the author publish this information? Does the source contain opinions or facts?

(Brock University Library, 2021)



<https://dribbble.com/shots/2985700-Radar-Search>

Common Domain Extension:

- ☐ .com- a commercial website
- ☐ .gov- a government owned/operated website
- ☐ .org- a website associated with an organization
- ☐ .edu- a website associated with an educational institution
- ☐ .net- a website used by network providers

(Purdue Writing Lab, 2021)

Plagiarism and Citing Sources

Plagiarism is the act of taking a person's original work and presenting it as if it were one's own. In academic writing, plagiarizing involves using words, ideas, or information from a source without including proper citation.

In order to avoid plagiarism, keep track of your sources and use proper citation.

Three Rules to Avoiding Plagiarism

1. When you want to include an exact phrase, sentence, or passage from a source, use a quotation.
2. When you want to express an idea or information from a source, paraphrase, or summarize it entirely in your own words.
3. Always cite the source when you quote, paraphrase, or summarize.

(Scribbr, 2021)

Citing Sources Using APA Format

At Plattsmouth Middle School, you will most likely be asked to use APA format to give credit to your sources. There are many other citation methods, however, that your classroom teacher may want to use instead. Stop by the library if you need help with this.

EXAMPLE—APA In-text Citation Following a Direct Quotation—needs page number: "Digital stories are simply the latest manifestations of one of humankind's oldest activities: storytelling" (Ohler, 2013, p. 2).

EXAMPLE—APA In-text Citation Following an Indirect Quotation (paraphrase)—no page number: Before computer software, cameras and apps were available, digital storytelling was difficult (Ohler, 2013).

EXAMPLE-- REFERENCE-At the end of the post, please include in APA style and alphabetical order (if more than one reference) the reference(s) you used. Harper, M. (2020). *Reference sources and services for youth* (2nd ed). Neal-Schuman Publishers.
(Dr. Henning, 2022)



<https://ahubermcom320.wordpress.com/2013/10/24/defining-and-avoiding-plagiarism/>

Plattsmouth Middle School Database Login Information

Nebraska Access
ProQuest Research
Scholastic GO!
World Book Online

<u>Database</u>	<u>Username & Passwords</u>
Nebraska Access: http://nebraskaccess.ne.gov/resources.asp	Password: em1867dojos7
ProQuest Research: ProQuest	Username: 63-17189 Password: bigchalk
Scholastic GO!: https://digital.scholastic.com	Username: plattms Password: grolier
World Book Online: https://worldbookonline.com	Username: pcsmiddle Password: library



<https://www.bmc.com/blogs/dbms-database-management-systems/>