



Spring 2018 Faculty Library Orientation

Library Services Department
January, 2018 (rev 2/18/18)



WELCOME TO THE ITU LIBRARY & RESOURCE CENTER





ITU

Remember this !

DON'T GET
CAUGHT !

**Breaking
Copyright**

© 2017

SAY NO!
to
Plagiarism



STOP!
CITE
BEFORE
YOU WRITE





*“The Association to Advance Collegiate Schools of Business’ (AACSB) ... has identified **information literacy (IL)** skills and the ability to **perform research in a business setting** as important and valuable skills for the workplace “*

(Stacy Gilbert, 2017. University of Colorado)

TRENDING	SKILLS
Fake News	Research & Writing
Plagiarism / Copyright	Information Literacy
Big Data / Open Source / Raw Data	Market Analysis
Digitization / Analytics	Research Tools
Research Methods	Research Templates



Library Four Ps



1. Place (Physical)

- Onsite - Front of auditorium
- M-F 10-6, Sat 11-4, Sun -
- [Virtual - Website + EMS](#)
- Study Rooms, Laptops

2. Process (Research)

- [Research: Six steps](#)
- [Information Literacy](#)
- [Policies - Thesis, Textbook](#)
- [CPD - Staff Publications](#)

3. People (Services)

- Librarian: Marion Hayes
- Library Assistants
- Library@itu.edu
- [Support Center >Technology Support](#)
- [Class Library Visits - To Schedule](#)
- [Workshops - encourage attendance](#)

4. Products (Resources)

- [Textbooks - see Policy](#)
- [ITU Library Catalog - E-Library EMS](#)
- [E-Databases: Library Databases](#)
- [Templates: ITU Templates & Guides](#)
- [Turnitin: Plagiarism Checker](#)
- [LibGuide: Library Pocket Guide](#)
- [Recommended Databases](#)
- [Research Resources](#)



Help Me to Help Your Students

- Do you have your **database logins?** [ACM](#), [Bus Source](#), [NYT](#), [WSJ](#)
- Know your student's [**Information literacy skills**](#)
- Remind students to get their [**San Jose Public Library Card**](#)
- Know the six steps in the [**research process**](#)
- Help students with effective **search strategy – logic, keywords**
- Know the **criteria to evaluate information - checklist**
- Know how to use information **legally – copyright, trademarks**
- Know Policies!! e.g. Plagiarism - [turnitin](#) - [EMS Support for account](#)
- Locate ITU citation [**tools & templates**](#) - ITU guides, APA style
- Use library [**catalog & databases**](#) – books, reserves, articles
- Get **research help** – library@itu.edu, [research consultation](#)
- Get **help with logins** - [Support>Technology Support](#)



ATTENTION!!

Cheating, fabrication and plagiarism are unethical, behaviors at ITU
see [ITU's Academic Dishonesty Policy](#) and
[ITU Student Code of Conduct](#)).

ITU defines plagiarism as:

*"Representing someone else's words, ideas, artistry, or data as one's own, including **copying** another person's work (including published and unpublished material, and material from the Internet) **without appropriate referencing**, presenting someone's else's **opinions and theories** as one's own, or working jointly on a project, then submitting it as one's own."*

Consequences - Failing or lower assignment/course grades, suspension/expulsion, loss of professional reputation, job or career.

PREVENTION



LIBRARY WORKSHOPS



- Read [ITU Plagiarism Prevention Policy](#)
- Use *turnitin plagiarism checker* - ask professor!
- Be **honest**, don't cheat
- Be **original**, creative, paraphrase
- Use **scholarly** sources -  library workshops!!
- Get **permission** (e.g. images)
- Paraphrase
- Acknowledge / [Cite fully](#) / APA -   library workshops!!
- Catalog references using Zotero   library workshops!!
- Use the **Fair Use Test**: Purpose, type, amount, effect
- **Doubtful?** DON'T use



HOW TO USE “Turnitin”

- Required for students & faculty - PP Policy
- Percentage likelihood of plagiarism
- Your A/c: EMS >Technology Support
- ITU has full customer support
- Student A/c: Ask professor
- Use guides. Support: EMS >Technology Support
- Who checks? You check; students check
- Library Workshop - Say No to Plagiarism!
- Know other preventative measures



Databases

- EMS > E-Library
 - ITU Library Catalog
 - Course Reserve Textbooks
 - SGA Course Reserve Textbooks
 - Capstone Projects & Theses
 - Reference Books for Degree Programs
 - Business Source Elite
 - ACM Digital Library
 - NYTimes Academic Pass
 - Wall Street Journal
 - Promed
- **Recommended:** [by] ITU University Librarian
- **Pocket LibGuide:** [ITU Library Pocket Guide](#)
- **Templates:** ITU Templates & Guides
- **Six Step [Research] Resources**



LIBRARY WEBSITE





ITU

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QUESTIONS ???
library@itu.edu

