# Spring Library Orientation
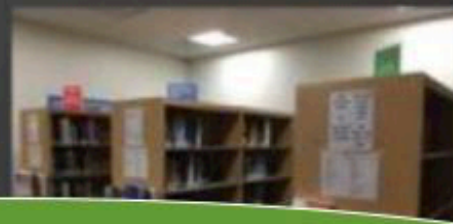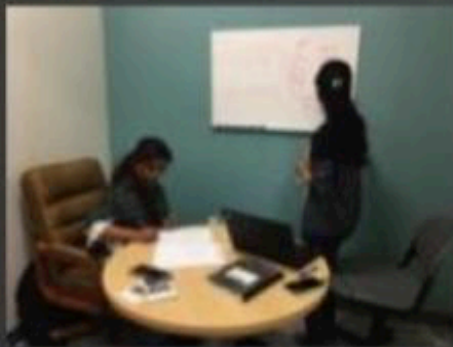
Library Services Department
January, 2018

WELCOME TO THE ITU LIBRARY
& RESOURCE CENTER

library@itu.edu

# Trends, Information Literacy & Employability

*"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 |

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# ITU

# Remember this !

**DON'T GET CAUGHT !**
**Breaking Copyright**
© 2017

**SAY NO!**
**to**
**Plagiarism**
APA Style

**STOP!**
**CITE BEFORE YOU WRITE**
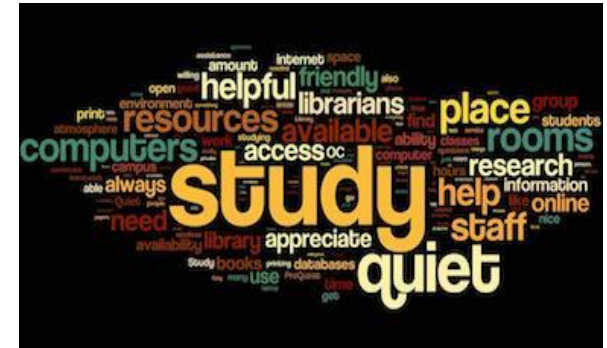APA Style

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# The Library Four Ps

## 1. People (Services)

- Librarian: Marion Hayes
- Consultations
- Library Assistants
- Library@itu.edu
- Support Center
- Workshops & Webinars


Text Marion Hayes, University Librarian


Janahi Library Assistant

## 4. Products (Resources)

Catalog: ITU Library Catalog
E-Databases: Library Databases
ITU Templates & Guides
Turnitin: Plagiarism Checker
LibGuide: Library Pocket Guide
Recommended Databases
San Jose State Library

## 2. Place (Physical)

In front of the auditorium
M-F 10-6, Sat 11-4, Sun -
Virtual - Website + EMS
Study Rooms, Laptops

## 3. Process (Research)

Research: Six steps
Information Literacy

# Checklist for Success

1. Did you receive your **library logins**

2. Use library **catalog & databases** for books, reserves, papers

3. Get a **San Jose Public Library Card** (**SSJU Databases**)

4. Know your **Information literacy skills**

5. Attend **library webinars and workshops** (flyer)

6. Get **research help** – **library@itu.edu,** research consultation

7. Know the **research process** – six steps (videos)

8. Use effective **search strategy**, Boolean logic, keywords

9. Know the **criteria to evaluate scholarly information**

10. Use information **legally** – copyright, trademarks

11. Use information **ethically** - **plagiarism, citation, turnitin**

12. Use **Tools/templates** -ITU guides, APA style, turnitin, Zotero

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# **Academic Honesty**

## **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.

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## 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 - ıry workshops!!

.Get **permission** (e.g. images)

.Paraphrase

Acknowledge / **Cite fully** / APA - rary workshops!!

.**Catalog** references using Zotero - rary workshops!!

.Use the **Fair Use Test:** Purpose, type, amount, effect

.**Doubtful?** DON'T use

# HOW TO "TURN IT IN"

**Required** ITU tool for students & faculty

Percentage **likelihood** of plagiarism

**Access?** Ask your professor

Use? Professor, **EMS Support>**Technology Support

**Who checks**? You check; your professor checks

**Library Workshop** - Say No to Plagiarism!

Know other preventative measures

# E-Resources

## Databases

**LIBRARY WEBSITE**

**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

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# …. and remember to
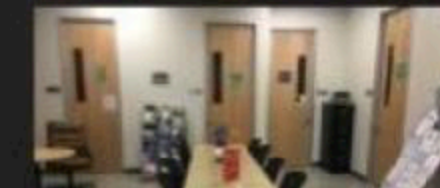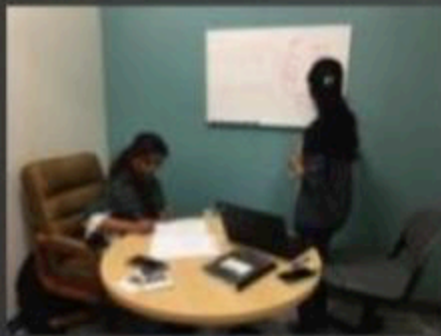
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QUESTIONS ???
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