

VALDOSTA STATE UNIVERSITY
MASTER OF LIBRARY & INFORMATION SCIENCE
MLIS 7110 Online Searching
Syllabus—Spring Semester 2010
Three Credit Hours

Instructor:

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Catalog Description

An introduction to methods of information retrieval used in commercial databases and on the World Wide Web. Advanced search strategies such as complex Boolean operations and keyword commands will be included. Prerequisite: MLIS 7300 or MLIS 7520.

Learning Outcomes

Given a real-world environment of online information retrieval products, students will identify:

- Commercial vendors and marketplaces
- Databases of varying content, scope, format
- Interfaces based on usability
- Indexing and controlled vocabulary features
- Free Web resources

Given a series of online searching exercises that simulate real-world client questions, students will:

- Interview a client to verify information need(s)
- Identify searchable resources appropriate to information need(s)
- Translate research questions into effective and efficient search statements
- Navigate to and from adjunct files (indices, thesauri, saved documents)
- Interpret results output (citations, full records, full-text formats)
- Preserve findings in a form most accessible to the client
- Locate actual source materials or deliver location information to clients
- Evaluate the success of their own search efforts

Textbooks

The purchase of a commercial textbook is not required for this course. The instructor provides numerous handouts and guided search sheets. Print these out and organize them into a notebook.

In addition, please print out each of the items listed on the next page. You will need to refer to these materials repeatedly throughout the course.

Online manuals

EBSCOhost Integrated Search User Guide (last updated November 2009)

http://support.ebsco.com/knowledge_base/detail.php?id=4481

(Click on the “Document Download” link)

NOTE: VSU does not have access to the Integrated Search feature described on pages 12-13.

Introduction to DIALOG for Information Professionals (Sections 1-4)

<http://gep.dialog.com/instruction/workbook/>

Dialog Datastar Database Catalog 2008

http://support.dialog.com/publications/dbcat/dbcat_2008.pdf

Journal Articles

Class 4

“Information Search Tactics” by Marcia J. Bates.

<http://www.gseis.ucla.edu/faculty/bates/articles/Information%20Search%20Tactics.html>

Published in 1979 – still a classic.

Class 5

Two conference presentations from 1998 by Jessica L. Milstead:

“NISO Z39.19: Standard for Structure and Organization of Information Retrieval Thesauri”

<http://www.bayside-indexing.com/Milstead/z39.htm>

“Use of Thesauri in the Full-Text Environment”

<http://www.bayside-indexing.com/Milstead/useof.htm>

Class 13

“Adding Value to Your Online Results” by Robert Schwarzwald. *Database Magazine* 20 (1997), unpaginated. Full-text available in Academic Search Complete.

"After the Research: Information Professionals' SECRETS for Delivering Results"

by Angela Kansiger. *Online* 27 (2003), unpaginated. Full-text available in Academic Search Complete.

Instructor Availability & Support

By institutional policy, students must communicate with instructors online through VSU accounts (BlazeView and BlazeNet e-mail). Dr. Ondrusek checks the e-mail on the BlazeVIEW course site daily Monday-Friday.

All discussion posts and assignment submissions for this online course must be sent via BlazeView. Your BlazeNet login and password serve as your BlazeView login and password.

If you are registered for the course as a non-degree student, a BlazeNet account will be assigned to you for this semester. The BlazeNet login page is at <http://luminis.valdosta.edu/cp/home/loginf>. For instructions on using a student BlazeNet account, go to: <http://www.valdosta.edu/helpdesk/guides/blazenet/>.

Attendance

This is a Web-delivered course, with no required face-to-face meetings. The instructor will schedule real-time instruction using tools in BlazeView such as Chat or Live Classroom.

Course Activities Outline

The following list is a brief overview of the activities included in this course. Complete instructions for each assignment along with grading criteria will be posted on the BlazeView course site in advance of that assignment's due date.

Independent Search Exams

30 points

- Exam #1 (15 points) – applying searching techniques and rules for EBSCO.
- Exam #2 (15 points) – applying searching techniques and rules for DIALOG.

Discussion Posts

25 points

- Practice Search 1 (10 points) – keyword searching in the EBSCO interface.
- Practice Search 2 (10 points) – advanced searching using multiple techniques in EBSCO.
- Dear Dr. Search-It (5 points) – explaining the GALILEO metasearch interface.

Course Project #1: Biography of a Database

20 points

A report that traces the history of a database, its contents, audience, types of material included, scope and coverage, updating, search features, and the vendors that offer subscriptions.

Course Project #2: Client Report

25 points

A documented client report that demonstrates your search techniques on multiple databases and free Web sites to find materials on a multi-faceted topic for a client. Examples of your search histories and consultations with the client (who will be a classmate) must also be described.

Assignment Calendar

Week of:

Activities:

Class 1

Introduction

Mon. Jan. 11

Use the “First Contact” discussion board to say hello to your classmates and post a picture of yourself.

Go to the Class 1 Folder containing:

- Class 1 Overview
- Links to pertinent Web sites
- A “Virtual Lecture” on the Information Retrieval system (in two versions – PowerPoint and PDF – you choose)
- *GALILEO Introduction* Information Sheet

Class 2

Multi-subject Databases

Mon. Jan. 18

Martin Luther King Day

Go to the Class 2 Folder containing:

- Class 2 Overview
- Links to pertinent EBSCO training materials (view tutorials, consult the *Guide*)
- *Multi-subject Databases* information sheet (print out for future reference)
- *Quick Search: Four Multi-subject Databases* (Print out, follow the instructions and do the searches for practice)
- Post any questions or comments you have on this exercise to the **Guided Search Q and A** discussion board

Class 3
Mon. Jan. 25

Course Project #1

Complete Course Project #1: Biography of a Database

Choose a database from the list of databases provided in the Class 3 folder. Prepare a report that traces the history of that database. You must use multiple sources. You must include a section that describes **how and where** you searched for the information you include in your report.

Guidelines and Grading Criteria for Course Project #1 are in this folder. Please read and heed.

Project 1 is due Monday, Feb. 1, 11:59 pm. A one-day grace period will be in effect. After that, you will be graded down for each late day unless arrangements that are mutually acceptable to the instructor are made.

Class 4
Mon. Feb. 1

Keyword Searching Strategies

Live Classroom Lecture-Demonstration: Tuesday, Feb. 2nd at 8 PM.
The presentation will be archived for those who cannot attend.

Go to the Class 4 Folder containing:

- Class 4 Overview
- Link to the article entitled “Information Search Tactics” by Marcia J. Bates (print out and read it)
- Guided Search 1: Selecting and Combining Search Terms as Keywords (Log into Academic Search Complete and follow along with the search steps illustrated.)
- Handout 1: Evaluating Search Results (Study the guidelines presented.)
- Handout 2: Venn Diagrams
- Handout 3: Diagramming Search Terms
- Worksheet 1: Formulating a keyword search

Practice Search 1A: Selecting and Combining Keyword Terms
(Use this search to experiment with KEYWORD strategies on your own.)

Use Worksheet 1 in this Folder to:

- >Describe what search terms gave you the “best” results.
- >Show us what search strategies or tactics you employed that proved successful.
- >Use truncation and group equivalent terms to expand your search.
- >Specify at least three (3) tactics from the Bates article that you used in your search.

Post the Worksheet as an attachment to the Practice Search 1 Discussion Board.
Post is worth 10 points.

Posts are due Monday, Feb. 8, 11:59 pm. You have a one-day grace period.
After that, posts will not receive credit.

Look for a Group Feedback message from Dr. Ondrusek.

Class 5
Mon. Feb. 8

The Thesaurus and Controlled Vocabulary

Go to the Class 5 Folder containing:

- Class 5 Overview
- Links to pertinent on-the-web materials (view these)
- Guided Searches 2, 3, and 4.
(Log into the designated databases and follow along with the search steps illustrated.)

Practice Search 1B: Selecting and Combining Controlled Vocabulary Terms

After stepping through Guided Searches 2, 3, and 4, use the techniques demonstrated to find citations on the topic from last week's search in Academic Search Complete.

First, search the topic in ERIC using equivalent terms, truncation, etc.
Then, limit your ERIC search to only those terms indexed as DESCRIPTORS.
Check each term in the ERIC Thesaurus to locate Descriptors.

Try the broad search in PsycInfo, again, using equivalent terms, truncation, etc.
Then, limit your PsycInfo search to those terms indexed as SUBJECTS.
Check each term in the PsycInfo Thesaurus to locate Subjects.

Live Classroom Lecture-Demonstration: Thursday, Feb. 11th at 8 PM.

Prepare a summary that shows how your searches using CONTROLLED VOCABULARY **differed from** the KEYWORD searches in terms of recall (number of results) and precision (relevance of the citations you retrieved).

If you cannot attend the Live Classroom, submit a short written report.
This activity is mandatory, but not graded. It is practice for the Exam.

Class 6
Mon. Feb. 15

Metasearching and Vendor-specific Searching

View the PowerPoint presentation in this week's folder on Metasearching

Live Classroom Guest Lecture – Date will be announced:

Linda Cubias, the representative from ProQuest, will speak to you about products and the search interface features unique to ProQuest databases.

Complete the “Dear Dr. Search-It” activity. Instructions are in this week's folder.

Post your answer to the question on the Dear Dr. Search-It Discussion Board.
Post is worth 5 points.

Posts are due Monday, Feb. 22, 11:59 pm. You have a one-day grace period.
After that, posts will not receive credit.

Classes 7 & 8
Mon. Feb. 22
through Mar 7

Advanced Searching Strategies

Go to the Classes 7 and 8 Folder containing:

- Guided Searches 5, 6, 7, and 8.
- Worksheet 2: Formulating an advanced search

Practice Search 2: Formulating a complex search with multiple strategies in **PsycInfo**
Use Worksheet 2 in this Folder to create a **PsycInfo** search that uses:

- >Controlled vocabulary terms from the thesaurus
- >Equivalent terms and truncation to expand all facets of the search
- >Age limit(s)
- >Gender limit
- >Peer review limit
- >Date range limit

Post the Worksheet as an attachment to the Practice Search 2 Discussion Board.
Post is worth 10 points.

Posts are due Monday, Mar. 8, 11:59 pm. You have a one-day grace period.
After that, posts will not receive credit.

Look for a Group Feedback message from Dr. Ondrusek.

You can expect to see search questions such as these practice questions on your exam.

Thur. Mar. 4 **Last day to withdraw from a class without academic penalty.**

Class 9 Independent Search Exam #1
Mon. Mar. 8

This is to be solely your work. Collaboration with classmates is **not** permitted.
You may ask Dr. Ondrusek for “helps.”
Exam 1 will be posted in the Class 9 Folder.
Submit to the Assignment Tool.
Due date deadline: Sunday March 14th at 11:59 PM.

Mar. 15 - 19 Spring Break

Class 10 Searching DialogClassic Web
Mon. Mar. 22

Materials you will need for starting your Dialog learning:

Your Dialog user name and password. These will be e-mailed to you.
Several people will share each name/password.
Instructions for logging on are on the **Dialog Information Sheet**.

Dialog Information Sheet in the Class 10 Folder.

- Step through the example for logging on.
- Go online and follow along with the search showing basic Dialog commands.

Introduction to DIALOG for Information Professionals.

<http://gep.dialog.com/instruction/workbook/>

- Print out the pdf files for **Sections 1-4**.
- Read **Section 1 and Section 2**.
- Step through the examples.

Optional: **Introduction to Dialog Using DialogClassic Web**

<http://training.dialog.com/onlinecourses/recorded/>

Flash “movie” that highlights the features of the DialogClassic Web interface.

Class 11
Mon. Mar. 29

More Searching DialogClassic Web

Dialog Guided Searches - found in the Class 11 Folder.

Step through these searches.

Post any questions or comments you have on this exercise to the

Guided Search Q and A discussion board

Introduction to DIALOG for Information Professionals.

<http://gep.dialog.com/instruction/workbook/>

Read **Section 3 and Section 4.**

Step through the examples.

Class 12
Mon. Apr. 5

Independent Search Exam #2

This is to be solely your work. Collaboration with classmates is **not** permitted.

You may ask Dr. Ondrusek for “helps.”

Exam 2 will be posted in the Class 12 Folder.

Submit to the Assignment Tool.

Due date deadline: Monday, April 12th, 11:59 PM.

Class 13
Mon. Apr. 12

Performing an Expert Search and Preparing a Client Report

Read the articles by Schwarzwald and Kanziger for background.

Course Project 2: Performing and Preparing a Mediated Search (3 Parts)

This is a three-part assignment.

Part 1. You will be asked to select a topic that you want a classmate to research for you using online databases and resources.

Part 2. You will exchange topics with a classmate assigned to be your search partner. Using each other’s topics, conduct searches as though your classmate is your client. Create a client report that includes a bibliography of your “best” findings on the topic. Instructions on how to format your client report are in the Class 13 Folder.

Part 3. You will receive a copy of the bibliography compiled by your classmate. Review it for relevance and post your review to the final discussion board.

You will be assigned a partner from class based on interest and searching skill.

Guidelines and Grading Criteria for Course Project 3 are in the Class 13 folder.

Guidelines for creating your client report are in the Class 13 folder.

Please read and heed.

Post your topics on the discussion board by 5 pm on Friday, April 16th.

Classes 14 & 15
Mon. Apr. 19
Through Apr. 30

Work weeks for preparing Course Project 2

Submit to the Assignment Tool May 1-3. Final deadline is Monday, May 3 at 11:59 pm.

Graded Course Requirements

As a student in this class, you are expected to: (1) read or view all assigned background materials; (2) participate in all online discussions and class follow-up activities; (3) check the BlazeVIEW course site regularly for messages and posted materials; and (4) submit all projects on time and according to the format designated by the instructor.

Independent Search Exams 30 points
Exam #1 (15 points)
Exam #2 (15 points)

Discussion Posts 25 points
Practice Search 1 (10 points)
Practice Search 2 (10 points)
Dear Dr. Search-It (5 points)

Course Project #1: Biography of a Database 20 points

Course Project #2: Client Report 25 points

100-91 points = A 90-81 points = B 80-71 points=C 70-61 points=D 60 points or less=F

Letter Grading

Your final grade will be one of these letter grades:

Exceptionally exceeds minimum standards	A
Exceeds minimum standards	B
Meets minimum standards	C
Barely meets minimum standards	D
Fails to meet minimum standards	F

Technical Requirements

All class materials will be placed on a password-protected Web site using the BlazeVIEW course management program. If you are a new BlazeVIEW user, go to the BlazeVIEW help pages at <http://www.valdosta.edu/vista/students.shtml>. Then return to the BlazeVIEW page and login using your BlazeNet email ID and password.

To meet all class requirements, you should be prepared to: (1) open and save or print all documents that are required background reading - this requires the Adobe Acrobat Reader on your computer; (2) view all PowerPoints placed on the course BlazeVIEW site – these are saved to **Powerpoint 97-2003**; (3) participate in Live Classroom sessions – login links and instructions will be available through your BlazeVIEW course homepage; (4) check discussion groups as needed; and (5) keep electronic backup copies of each assignment and project you submit.

Unless otherwise stated, assignments must be submitted using a word processing program compatible with Microsoft (MS) Word. BlazeVIEW requires the format for **MS Word 97-2003**. If you are using MS Word 2007, save it down to the 97-2003 format. If you are using WordPerfect or sharing documents with classmates who have a different version of Word, save your documents in Rich Text Format (rtf). Documents that cannot be opened on VSU equipment will be returned to you for re-formatting.

The university's Information Technology department provides step-by-step guides on how to use VSU's email and other sources. The IT Help Desk is at <http://www.valdosta.edu/helpdesk/guides/> and their phone hot line is 229-245-4357.

Academic Honesty

"Valdosta State University expects that graduate students will pursue their academic endeavors and conduct themselves in a professional and ethical manner. All work that a student presents to satisfy course requirements should represent his or her own efforts, including appropriate use and acknowledgement of external sources."

The *Guide to Ethical Conduct* is a booklet created for VSU MLIS students (http://www.valdosta.edu/mlis/student_resources/documents/GuidetoEthicalConductWebversion.pdf). It contains guidelines on appropriate conduct and outlines the ethical principles that instruct the profession of library and information science.

Specific regulations related to student conduct and behavior are contained in the *Student Handbook, Student Code of Ethics*. Please acquaint yourself with the full policy at <http://www.valdosta.edu/academic/AcademicHonestyPoliciesandProcedures.shtml>.

It is **your responsibility** to make sure you understand how to avoid breaches of academic integrity. The instructor posts rules for citing, quoting, and appropriate use of resources for assignments that require written compositions, reviews, or commentary.

Noncompliance with rules on appropriate use of resources will result in zero credit for those parts of the assignment affected. If you are unsure about the parameters of an assignment, ask for clarification.

Asking librarians or staff in a library to provide answers or to conduct research to fulfill any part of a graded course requirement is an infraction of academic integrity. The same policy applies to contacting any free or commercial reference service for assistance with a graded assignment.

An overall grade of zero can be assigned to an entire paper or project if the instructor determines that its contents, or parts of its contents, were completed by a second party. This, of course, does not apply to group projects that require collaboration on a final product.

Distance Learning Support

The university's Information Technology department provides step-by-step guides on how to use VSU's email and other sources. The IT Help Desk is at <http://www.valdosta.edu/helpdesk/guides/> and their phone hot line is 229-245-4357.

To ask questions about **availability or location of VSU online resources**, use the VSU Library's Live Chat or E-mail at: <http://www.valdosta.edu/library/ask.php>. You may also phone the VSU Library's reference service at (229) 333-7149.

Special Needs Statement

Valdosta State University is an equal opportunity educational institution. It is not the intent of our institution to discriminate against any applicant for admission or any student or employee of the institution based on the sex, race, religion, color, national origin, or the handicap of the individual. It is the intent of the institution to comply with Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as the Title IX section 504 of the Rehabilitation Act of 1973. Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the professor at the beginning of the semester. Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

Student Agreement

Enrollment in this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the semester.