Manhattanville College
Library
Library Instructional Session
APPEAL Program

Part I

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Fall 2019
Welcome to the Manhattanville College Library – the center of intellectual life at the college. Our mission at the library is to provide you, the user, with anytime/anywhere access to library services and information resources.

- Open 24/5 Sunday-Thursday after the second week of class (regular semester only-check hours)
- An online public access catalog – Library’s Classic Catalog – to find books, music, videos, and DVDs
- Microsoft Office 2013 on all computers
- Quiet study areas/group study areas/study carrels
- Fast Interlibrary Loan service
- Library café
- Academic Resource Center for tutoring services
- A large variety of databases to help with your research
- Rooms with Wi-Fi capability
- In person reference services at the Reference Desk
- Education Resource Center
- Drop in writing and technical assistance available
- Individual Research Consultations

The library is your partner providing you with the assistance and information you need.

Revised July 22, 2019
ACCESS TO THE LIBRARY BUILDING:

- The Library's mission is to service the information needs of the Manhattanville Community.
- Members of the public are welcome to visit the library by appointment weekdays from 9:00 a.m. – 5:00 p.m. and weekends from 10:00 a.m. – 6:00 p.m. Call the Reference Desk at (914) 323-5282.

CIRCULATION DESK HOURS: (914) 323-5275

- Check the Library home page to confirm hours: http://mville.libguides.com/c.php?g=385535&p=2640629

BORROWING:

- All Manhattanville College students, faculty, and staff may borrow materials from the Library at the Circulation Desk with a valid College ID with a Library Barcode.
- Alumni of the college and adult members of the community can purchase borrowing privileges at the Circulation Desk. Recent graduates for $35.00/year; Alumni for $75.00/year; and members of the community for $125.00/year.

LOAN PERIODS:

- Books: Students/Staff/Alumni - 28 days; Faculty - 180 days.
- Book/Video/DVD Reserves: 3 hours for in-library use – no overnight loans.
- Audio Cassettes/CDs/Videos/DVDs: Undergrad Students- 3 days Grad Students Faculty/Staff- 7 days

RENEWALS:

- Items may be renewed by clicking on "My Library Account" from the Library Home Page or in person. No telephone renewals will be accepted.

OVERDUE FINES:

- To guarantee access to library materials the following overdue fines are in effect. (Please note that a replacement charge and processing fee will be added to these figures for lost, damaged, and long-overdue items. After items are returned the replacement charge and processing fee will be cleared, leaving the borrower responsible for the late charge only.)
- Books: $0.50/day up to $25.00.
- Book/Video/DVD Reserves: $1.00/hour up to $50.00.
- Audio Cassettes/CDs/Videos/DVDs: $3.00/day up to $30.00.
- Fines payable by cash or check at the Circulation Desk during normal business hours.

PRINTING in the LIBRARY

- Fee to print ($15 per semester will be automatically added to your ID card/account)
- Must have Mville ID card to print

PHOTOCOPY/SCANNER/ FAX SERVICES:

- The library has 2 photocopy machines located on the main level of the library near the Circulation/Reference desk. Cost – black & white copies = $.15/copy and color copies = $.30/copy. There is a public fax machine with credit card payment only. The library has 2 self-service scanners.

MICROFORMS:

- A Microfilm/Microfiche reader is available in Room 211 on the second floor. Information concerning the Microform collection is available at the Reference Desk.

REFERENCE DESK HOURS: (914) 323-5282

- Check the Library home page to confirm hours: http://mville.libguides.com/c.php?g=385535&p=2640629

Manhattanville College is an independent and coeducational liberal arts institution with a diverse body of undergraduate and graduate students. The college offers more than 40 undergraduate areas of study for full-time students, as well as accelerated bachelor's degrees for adult students; several part-time master's degrees in business, teaching and the arts; and a doctoral program in educational leadership. Financial aid and scholarships are offered. The 100-acre campus is located 45 minutes from New York City.
GUIDE TO USING THE MANHATTANVILLE COLLEGE LIBRARY'S WEBSITE TO CONDUCT RESEARCH

Virtually all of the tools that you need to conduct research are linked to the Library’s Home Page in the set of tabs that appear directly below the word Library. As you move across the tabs, each will highlight in gray. The purpose of each of these tabs is reviewed briefly below:

Library

Resources
- Books & Media
- Databases
- Journals A-Z
- Library Guides
- Reserves
- Education Resource Center
- What's New

BOOKS AND MEDIA TAB
Click this tab to find:

- Use QuickSearch to search multiple resources at once including:
  - Books and EBooks
  - Select Journal, Magazine, and Newspaper articles
  - Audiovisual Materials (CDs, DVDs, Film Segments)
- Select the Advanced Search to search for Books, ebooks, CDs, DVDs, Film segments, Manhattanville graduate theses.

DATASEBES TAB
Click this tab to find:
- Magazine, journal and newspaper articles
- eBook collections
- Films on Demand Collection
- PBS Video Collection
- Electronic Reference Books (Credo Reference, Oxford Reference Online, and the CQ Researcher)

JOURNALS A-Z TAB
Click this tab to:
- Scan individual issues of a specific journal, magazine or newspaper
- Find which databases cover a specific journal, magazine, or newspaper
- Retrieve articles in full-text in many journals that are cited on a bibliography or handout.
- Identify titles of journals and other periodicals in a specific discipline.

LIBRARY GUIDES
Click this tab to find research guides that are focused on:
- Specific disciplines
- Citation format
- General research
- Technology Tips
- Prepared by the Manhattanville College Librarians and staff.

Remember to Ask Us if you have any questions.

This page created by Nancy Bobrek September 27, 2012. Revised September 3, 2015—Moskowitz
This guide is designed to provide assistance in researching general multidisciplinary topics.

Use the tabs above or the Table of Contents to the left to help you locate the particular information that you need to assist with your research.

Guide to Using the Manhattanville College Website to Conduct Research

Please Enter Your Last Name and First Initial

(Username)

Please Enter Your Mvllle Password

(Password)

Login:

Access the databases from off-campus by using your Manhattanville login information (the same login information as Blackboard and WebAdvisor):

Username: Lastname and First initial
Password: Mvllle Password
**General Interdisciplinary Databases** (Revised August 21, 2019)

**ABI/INFORM Global** is a comprehensive business database covering scholarly and trade publications on topics in business, management, economics, and corporate strategy.

**Academic OneFile:** The premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. Extensive coverage of the sciences, technology, medicine, the arts, theology, literature and other subjects - authoritative and comprehensive. Millions of articles available in both PDF and HTML full-text with no restrictions; updated daily.

**Academic Search Premier:** Academic Search Premier is a multidisciplinary source for journals including peer-review full-text scholarly content.

**Business Source Premier:** Business Source Premier is a business research database providing full-text scholarly and trade publications as well as economic reports, market research reports, industry reports, country reports, company profiles, and SWOT analyses.

**Communication & Mass Media Complete:** Communication & Mass Media Complete covers CommSearch (formerly produced by the National Communication Association) and Mass Media Articles Index (formerly produced by Penn State) along with journals in communication, mass media, and other related fields of study. Coverage includes indexed and abstracted content as well as full-text.

**CountryWatch** provides demographic, political, economic, business, cultural and environmental information. In addition, CountryWatch provides daily news coverage from several regional news services for every country.

**CQ Researcher:** CQ Researcher provides single-themed, in-depth, unbiased, weekly news coverage of health, social trends, criminal justice, international affairs, education, the environment, technology, and the economy. The reader-friendly organization includes an introductory overview; background and chronology on the topic; an assessment of the current situation; tables and maps; pro/con positions; and bibliographies of key sources.

**EconLit** provides information on accounting, capital markets, econometrics, economic forecasting, government regulations, labor economics, monetary theory, and economics. Records include abstracts of books, journal articles, & working papers.

**JSTOR:** JSTOR is an interdisciplinary archive of over 600 journals in the arts, humanities, and social sciences, including African-American studies, anthropology, Asian Studies, ecology, economics, education, finance, history, literature, mathematics, philosophy, political science, population/demography, sociology and statistics. Indexed articles are at least 2-5 years old, since JSTOR does not index current journals but is retrospective. All scholarly journals are in PDF format.

**Nexis Uni:** Nexis-Uni is a full-text database of thousands of sources including newspapers, journals, wire services, newsletters, company reports, federal and state case law, government documents, including federal and state codes, transcripts of broadcasts, and selected reference works. Information is divided into five sections or search forms: News, Business, Legal Research, Medical, and Reference.
**ProQuest General:** Search ProQuest databases excluding Dissertations & Theses and Periodicals Archive Online. This is a multidisciplinary database. **ABI/Inform database** contains 1000 premier worldwide business periodicals, including Harvard business Review for information on advertising, marketing, economics, human resources, finance, taxation, computers and more. **GenderWatch** provides full-text articles and citations from publications focusing on women's studies, gender and gender roles. Ethnic NewsWatch provides access to ethnic, minority and native press newspapers, magazines and journals.

**PsycINFO:** PsycINFO, from the American Psychological Association's (APA), is a resource for abstracts of scholarly journal articles, book chapters, books, and dissertations across a range of disciplines in psychology. PsycINFO is indexed using APA's Thesaurus of Psychological Index Terms.

**Sage Journals:** Sage provides popular peer-reviewed journals in various fields including communication studies, criminology, education, health science, management and organization studies, materials science, political science, psychology, sociology, and urban studies and planning all published by SAGE Publications and participating societies.

**ScienceDirect:** ScienceDirect provides indexing, abstracts, and full-text content from scholarly journals and books in the scientific fields including physical science and engineering, life sciences, and health sciences as well as social sciences and humanities. The database is searchable by keyword or citation information and can be browsed by subject or by title.

**SPORTDiscus with Full Text** is the world's most comprehensive source of full text for sports & sports medicine journals.
Finding Books in the Manhattanville College Library

August 26, 2019

1. Go to the Manhattanville Library Homepage

Library Resources

- Books & Media
- Databases
- Journals A-Z
- Library Guides
- Reserves
- Education Resource Center
- What's New

Step 1
Select the tab for Books & Media

Search Our Resources

Books & Media | Databases | Journals A-Z | LibGuides

Search Manhattanville College Library's QuickSearch Catalog

QuickSearch

Advanced Search

What is QuickSearch?

Step 2
Select Advanced Search

To search for only books......

You can customize a search to search by Title, Author, Subject or Keyword

Advanced Search

Basic Search

(social media) ta

Keyword

AND

Add boolean: AND OR NOT

Format: Books

Collection: ANY

Location: Computer File

Search

Get a Barcode

2 8888 0000 0001

Stop at the Circulation Desk to get a barcode for your Manhattanville College ID card so that you can check out materials from the library.
Sample catalog record print book.

Spreadable media: creating value and meaning in a networked culture / Henry Jenkins, Sam Ford, & Joshua Green.
Jenkins, Henry, 1958-
Books | New York University Press | 2013
Available at Tier 4 (P94.6 .J46 2013)

Items

<table>
<thead>
<tr>
<th>Location</th>
<th>Call No.</th>
<th>Status</th>
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<tbody>
<tr>
<td>Tier 4</td>
<td>P94.6 .J46 2013</td>
<td>Available</td>
</tr>
</tbody>
</table>

Sample catalog record electronic book

Books | New York University Press | 2012

Click on link to get access to electronic book. Note if you are off-campus, you will need to log on with Manhattanville login information (the same as WebAdvisor and Blackboard)

More Details

Description: 1 online resource (x, 289 p.): ill.
Bibliography: Includes bibliographical references and index.
Note: Description based on online resource; title from digital title page (ebrary platform, viewed May 21, 2014).
Contents: Introduction / Michael Mandiberg — Mechanisms. The people formerly known as the audience / Jay Rosen ; Sharing nicely: On shareable goods and the emergence of sharing as a modality of economic production / Yochai Benkler ; Open source as culture/culture as open source / Siva Vaidhyanathan ; What is Web 2.0? Design patterns and business models for the next generation of software / Tim O'Reilly ; What is collaboration anyway? / Adam Hyde, Mike
Setting Preferences for Google Scholar

When using Google Scholar from off campus, you need to adjust the Google Scholar settings to direct you to full text access at the Manhattanville College Library.

1. In Google Scholar, click the three parallel lines on the left.

2. Click on “Settings” on left, bottom of column.

3. Click on “Library Links”.

Adapted from original document created by Christina Ostroff DiCarro, former Systems Librarian. Revised by Lynda Hanley, February 9, 2018.
4. Type in Manhattanville College and click on “search”.

5. Check the boxes for Manhattanville College Library and click “save”.

6. Now when you search Google Scholar from off campus, links to full text content in the Mville databases will have the “full text@Mville” or “full view” link to the right. This link takes you to the subscription databases to access the full text content. Please remember, from off campus, you will be asked to acknowledge with your username (last name in lower case) and password (Mville ID#).

Adapted from original document created by Christina Ostroff DiCarro, former Systems Librarian. Revised by Lynda Hanley, February 9, 2018.
How to Avoid Plagiarism

Definition
Plagiarism is defined as: "the practice of taking someone else’s work or ideas and passing them off as one's own ("Plagiarism").

Types of Plagiarism
There are 2 types of plagiarism.

Intentional Plagiarism: "occurs when someone deliberately cheats and uses someone else's words by copying a few paragraphs, or even an entire paper without quoting the source" (Harris 16).

Unintentional Plagiarism: When an information source is not properly credited.
Causes: Misunderstanding the rules of citation, careless note taking, improper use of paraphrasing (Harris 16).

John Walker describes 7 types of plagiarism

1. Sham Paraphrasing: material copied verbatim from text and source acknowledged in-line but represented as paraphrased
2. Illicit Paraphrasing: material paraphrased from text without in-line acknowledgement of source
3. Other Plagiarism: material copied from another student's assignment with the knowledge of the other student
4. Verbatim Copying: material copied verbatim from text without in-line acknowledgement of the source
5. Recycling: same assignment submitted more than once for different courses
6. Ghostwriting: assignment written by third party and represented by student as own work
7. Purloining: assignment copied from another student's assignment or other person's paper without that person's knowledge (Walker 103)
<table>
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<th>YOU MUST CITE SOMEONE ELSE'S</th>
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<td>Words you quote</td>
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<td>Words you summarize</td>
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<tr>
<td>Words you paraphrase</td>
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<tr>
<td>Idea (interpretation, opinion, conclusion)</td>
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<td>Data</td>
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<td>Graph</td>
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<td>Apt phrase</td>
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<td>Expression of common knowledge</td>
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<td>Solution to a problem</td>
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<tr>
<td>Speech</td>
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<td>Video source (film, TV program)</td>
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<tr>
<td>The structure of sequencing of facts, ideas or arguments</td>
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<td>YOU DO NOT HAVE TO CITE YOUR OWN</td>
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<td>Idea (interpretation, opinion, conclusion)</td>
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<td>Solution to a problem</td>
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</table>

What is common Knowledge?

Common knowledge does not have to be cited. Here are some examples of common knowledge:

Common knowledge is easily observable information. For example, heat makes people tired in summer; most teenagers like chocolate; the First Amendment to the United States concerns freedom of speech; most freeways are crowded during rush hour (Harris 19).

"Common knowledge includes whatever an educated person would be expected to know or could locate in an ordinary encyclopedia. It represents the kind of general information found in many sources and remembered by many people" (Harris 19). This would include general facts and dates.

A fact or two of common knowledge taken from an encyclopedia does not need to be cited. For example, George Washington was the first president of the United States. Neil Armstrong was the first man to step on the moon.

However, you may not summarize or paraphrase long passages without a citation because the structure of information is not common knowledge and will need a citation (Harris 19).
Cite Opinion or Point of View
In many sources, common knowledge facts are mixed with analysis, interpretation, and opinion. You must cite these sources.

For example, if your source says that operating the space shuttle program is an expensive project, you would not need a citation, since it is common knowledge.

However, if your source says that operating the space shuttle program is a wasteful project, the word *wasteful* would be considered an interpretation of the space program and would need to be cited (Harris 19).

In any statement where there is an opinion or point of view, you must include a citation.

What is the Difference Between Summarizing, Paraphrasing, and Quoting?

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<th>Summarizing</th>
<th>Paraphrasing</th>
<th>Quoting</th>
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<td>• Must reference the original source</td>
<td>• Must reference the original source</td>
<td>• Must reference the original source</td>
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<tr>
<td>• The text is much shorter than the original text. (For example, one may write a single page to summarize a four-page article.)</td>
<td>• The text produced may be shorter or longer than the original text</td>
<td>• The text produced is the exact length of the original text quoted (unless ellipses are used)</td>
</tr>
<tr>
<td>• Must use your own words, usually with a very limited use of quotations.</td>
<td>• Must use your own words</td>
<td>• Use the original author’s exact words</td>
</tr>
</tbody>
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Do Not Buy or Download Papers

Instructors and librarians are very aware that online paper mills exist. Do not think that papers submitted to faculty will not be checked for possible plagiarism.

How to Protect Yourself from False Charges of Plagiarism

A good way to protect yourself from a false charge of plagiarism is to keep all the evidence that you really did write the paper: keep notes, drafts, outlines, or whatever else you may have. Date each draft that you complete and save the document with the current date in order to have a record of its various stages of creation.

Stolley, Brizee and Paiz, from Purdue Online Writing Lab, provide these suggestions:

- Be extra careful when you are reading and taking notes.
- In your notes, always mark someone else’s words with a big Q, for quote, or use quotation marks.
- Indicate in your notes which ideas are taken from sources with a big S, and which are your own insights ME.
- When information comes from a source, record relevant documentation in your notes (author’s name, book and article titles; URLs on the Web).

A good idea is to create your list of sources first so that it will make it easier to cite your sources once you begin writing your paper.

Words of Wisdom

When in doubt, cite it!!! Do yourself a favor! Make friends with a librarian for research and citation assistance! Librarians are there to help you!

Sources


