ANTH 250
Physical Anthropology
Library Lab Assignment Instruction Document – Spring 2017

Assignment Due Date: Friday, March 10, 2017. [10 Marks]

The completed Library Lab Assignment Worksheet is to be submitted online into course spaces.

On completing this Library Lab Assignment, you should be able to:

1. Use the UVic Library’s “Books and Media” database [aka the Libraries Catalogue],
   a. find print and electronic books in the UVic Libraries collection,
   b. identify the physical location of a print book in the Libraries Collection,
   c. access an eBook that is part of the Libraries collection,
   d. identify the elements required to reference print and eBooks using the AUTHOR-DATE style specified by the Chicago Manual of Style (16th edition).

2. Use the UVic Library’s Web of Science database to:
   a. find peer-reviewed research articles on a hominin species of your own choice,
   b. export Web of Science records for research papers into EndNote Online, a Citation Management tool that is integrated into the Web of Science platform,
   c. print a bibliography of research articles [a Works Cited List], via EndNote, in the AUTHOR-DATE style specified by the Chicago Manual of Style (16th edition).

3. Understand how:
   a. the Web of Science differs from Summon, the Libraries default Search tool,
   b. to construct keyword searches and use boolean search strategies.
   c. a citation management system, such as EndNote can help you with lab reports and term papers by enabling you to keep a database of references you have found and to create a formatted Works Cited list.

4. Submit your Library Lab Assignment on a Word document, including screen-captures, and use the CourseSpaces assignment dropbox to hand in your completed ANTH 250 Library Lab Assignment Worksheet.
Before you begin:
1. Download the Library Lab Assignment Worksheet from CourseSpaces.
2. Sign up for your own personal EndNote Online account.
3. READ all instructions – you will need both this instruction document and the ANTH 250 Library Lab Assignment Worksheet to complete the assignment.

Getting started with EndNote Online:
1) Visit the UVic Library information page on citation management systems:
   http://libguides.uvic.ca/citations
2) View the *EndNote Online* help page at http://endnote.com/training
3) Set up your own personal EndNote Web account at: http://myendnoteweb.com

   NOTE: All online-based citation management systems will save your data on servers that are outside Canada. You may wish to use a pseudonym and an anonymous email account to do this assignment.

Getting started with using the UVic Libraries website and resources:
1) View the following UVic Libraries Help Videos as listed at
   a) Find this Book
      https://www.youtube.com/watch?v=FeKtAlmLf4k
   b) Locate your book: reading call numbers
      https://www.youtube.com/watch?v=KymZ2K3f7-4&feature=youtu.be
   c) Searching the Catalogue - UVic Libraries Research
      https://www.youtube.com/watch?v=n38WpNuqEBg
   d) Search Tips – Boolean and other tips
      https://www.youtube.com/watch?v=Yc3yXFQ1osg
   e) Summon 2.0
      https://www.youtube.com/watch?v=fahKbXY0VhY&feature=youtu.be

2) Read carefully the *Chicago Manual of Style* “quick guide” template that can be accessed at http://www.uvic.ca/library/research/citation/guides/index.php. Take care to select the AUTHOR-DATE tab.

3) Explore the UVic Libraries Anthropology Subject Guide at http://libguides.uvic.ca/anth

4) When needing help from a Librarian, use one of the options listed on the UVic Libraries “Ask Us” page at http://www.uvic.ca/library/research/ask/index.php

5) Get to know your Subject Librarian, Kathleen Matthews. Email address: kmatthew@uvic.ca, with the subject line of your email as: ANTH 250 Help.
Exercise 1: Finding print and electronic books held at the UVic Libraries:

1) Four books (referred to as Sources) are listed on the Library Lab Assignment Worksheet:
   a) Go to [http://library.uvic.ca](http://library.uvic.ca). Click on the Books and Media to connect to the Libraries Catalogue.
   b) Type in the title of the book, omitting leading articles
   c) Set the drop-down menus to "Title begins with" and “Limits none”.
   d) Click on Search

2) For each print source: With reference to the record found for the source, in the Libraries Catalogue, provide the following information on the Library Lab Assignment Worksheet:
   a) the call number
   b) the location in the library where the book can be found [what floor? ]
      **Hint: Look at the “Show me where” link.
   NOTE: The AAA uses the Chicago Manual of Style (16th edition) AUTHOR-DATE style.

3) For each e-book source: With reference to the record found for the source, in the Libraries Catalogue, provide the following information on the Library Lab Assignment Worksheet:
   a) a screen-capture of the publisher webpage where you can download the e-book. Make sure your screen-capture includes the web address bar [the URL].
   NOTE: For e-books [books consulted online], add a URL. For example;

Exercise 2: Finding peer-reviewed articles from journals:

1) You will be using the Web of Science database to find, and access, three peer-reviewed journal articles about a Genus Homo species of your choice. Access the Web of Science from the Libraries website at [http://www.uvic.ca/library/find/databases/index.php](http://www.uvic.ca/library/find/databases/index.php). From off campus, you will be required to authenticate with your NetlinkID and pswd.

2) Before searching for articles, if you have not already registered with EndNote Online, register with the Web of Science by clicking on the “Sign in” link found at the right on the top menu bar of the Web of Science. Once registration is complete, sign into the Web of Science before completing the questions on the Library Lab Assignment Worksheet. Registering with the Web of Science will allow you to use EndNote Online citation management tool.
a. NOTE: EndNote Online is hosted in the U.S. Personal information will be stored on servers outside Canada. You may register for an account using an alternate name/email if you do not want personal identifiable information stored in the U.S.

b. NOTE: You may wish to review the EndNote Online resources that are listed at http://libguides.uvic.ca/c.php?g=256836&p=1714602

3) Searching for articles in the Web of Science:

a. Before entering search terms into the Web of Science search box, scroll down and open up the “More Settings” tab and select ONLY the following two Citation Indexes:

![Web of Science Core Collection: Citation Indexes]

b. Use the Topic search feature in the Web of Science to find 3 peer reviewed journal articles for your hominin species. Narrow your search by adding keywords that will find articles on a specified characteristic, or topic of interest, pertaining to your hominin. For example, add the keyword stature, or diet, or skull. Add as many keywords as necessary to describe the characteristic(s) of interest. For example:

![Web of Science search interface]

C. Click on the title of each article of interest. You may wish to read the abstract to ensure this is an article of interest. Note the metadata elements that will be used when referencing this article (authors, title of article, title of journal, pages, doi, etc.).
d. If the article is one of the three articles, you wish to reference, then click on the box that reads “Add to Marked List”. The Marked List folder will increase by 1.

e. Take a screen shot of the record, showing the metadata elements to be used in referencing. Make sure you also include the **Citation Network** information in the right hand panel. Do not include the Abstract in the screen shot. Answer the questions on the Library Lab Assignment Worksheet associated with this article. The screen shot, that you copy and paste into the Library Lab Assignment Worksheet, for each article, will look like this:

![Screen shot of article](image1)

f. For each article, click on the Full Text Option box, and select the **Get This** option. The objective is to connect to the publisher website where you can read the article online, or perhaps discover you will have to request the article via the Libraries InterLibrary Loan service. Take a screen shot of the article at the publishers website. Add this screen shot to the Library Lab Assignment Worksheet. The screen shot will look something like this depending on the publisher and journal.

![Screen shot of article](image2)
g. Once all three articles have been chosen and each article has been added to the Marked List, it is time to export the three citations to EndNote Online. Click on the Marked List link (the count should be at 3). When the Marked List box opens, you can choose the data elements you want to include in the export. Click on Save to EndNote online. You will have to be already signed onto the Web of Science for this to work. The records will be sent to EndNote Online. Connect to EndNote from the tab at the top of the screen.

h. Once in EndNote Online, follow the steps to Format a bibliography for your three chosen articles. Your exported references will be in the [Unfiled] group. You may want to move them to a new group.

i. Under the Format tab select the Bibliography option. Choose the group that holds your 3 references. From the Bibliographic Style drop down menu, choose Chicago 16th Author-Date. From the File format drop down menu, choose a format. Select Preview and Print. Your bibliography will open in a new tab. It will look something like this as originally presented by EndNote:

```


```

k. Copy and paste the corrected version of the Works Cited into the Library Lab Assignment Worksheet.

l. Answer the other questions pertaining to each article on the Library Lab Assignment Worksheet.

**Exercise 3: Assessment /Feedback:** Reflecting on this Library Lab

Write a few comments reflecting on what you have learned by completing this library lab. You may be using some of these techniques and sources for your 250 lab take home assignment. Which parts of this exercise seem most useful for that? There are no wrong answers, as each individual’s experience and expertise coming into this assignment will differ, so feel free to be candid, as this will help us refine this assignment. Marks, and part-marks, will be assigned based on the thoughtfulness of your response and your effort to provide and articulate constructive feedback.

Librarian: Kathleen Matthews
kmatthew@uvic.ca
250-721-8271