

MA Information Skills Programme 2010-11 Library Exercise: *Annotated Bibliography*

Context

Developing information skills will enable you to better contextualise your research and practice. The Library provides access to a wide range of information resources in a variety of media and formats. Accessing them is sometimes complex, but they provide high quality information so learning how to effectively use them will be of benefit in your contextual and practice based research. The aim is to help you develop methods and strategies for finding and retrieving information and critically assessing, utilising, and integrating it into your research and practice.

It is important that any information you discover is correctly recorded and referenced in citations and bibliographies to evidence that you have found it useful, interesting and relevant for your ideas, research and practice.

Exercise brief

You will produce a bibliography of 15 references using Harvard conventions with 50 - 100 words annotation for each reference describing how the reference was found, why it is useful, and any problems in finding and using the information. The bibliography must contain references to books and periodical articles but can also contain references to dvds and videos; moving and still images; sound and music; web sites, newspaper articles, or any other format or source of information you have found relevant.

The annotations must show:

- **What sort of reference it is**, for example: an article, a book, a web site, a blog, an image, a film, and so on.

and

- **Where the reference was found**, for example: In a bibliography, or cited in, a book or article you have read. Listed on a library catalogue. Found using an indexing database. Found using the web. Found through other sources.

You may find it useful to keep a record of your information research gathering processes in diary or blog form.

Learning and Teaching

You will attend the *Information Skills* session timetabled at the beginning of Unit 1.

There will be a follow up group tutorial session timetabled after hand in to discuss feedback on the exercise and review and discuss other information skills problems you have.

Layout and presentation

The exercise must be presented as a Word document. Your name and course must be on the document along with the exercise title and date submitted. You must use the Harvard convention for references and citations. The document must be spellchecked, in 12 point font, and with double line spacing.

Hand-in

Hand in to Jane Holt in the Library or email to j.holt@camberwell.arts.ac.uk

- Deadline for **full-time** students Wednesday 09 March 2011
- Deadline for **part-time** students Wednesday 11 May 2011

Learning outcomes

The learning outcomes will include:

- Developing an awareness and knowledge of different and varied sources of information
- Recognising what information and knowledge is needed
- Identifying appropriate resources and sources of information
- Constructing search strategies appropriate to different sources of information
- Locating, accessing and retrieving information
- Recording and organising information
- Critically evaluating and comparing information retrieved
- Analysing, reviewing and refining searching processes
- Synthesising and applying information
- Appreciating the value of continuing to develop information skills
- Applying information skills to research and practice.

Resources to use for the exercise:

- Printed library guides and helpsheets
- Library sections on course Blackboard and wiki.
- The Library Services web pages www.arts.ac.uk/library
- The Library catalogue. <http://voyager.arts.ac.uk/vwebv/searchBasic>
- The e-library. <http://www.arts.ac.uk/library/e-library.htm>
 - Indexing databases such as:
 - Art Full Text,
 - Art Bibliographies Modern,
 - Academic Search Elite
 - e-resources such as image sites, film sites, web gateways.
- Images section on Library Services web page <http://www.arts.ac.uk/library/images.htm>
- Web training sites such as Intute. <http://www.vts.intute.ac.uk/detective/>
- Catalogues of other universities' and institutions' libraries <http://www.arts.ac.uk/library/other.htm>
- Library Services Guide to Harvard referencing available via <http://www.arts.ac.uk/library/skills.htm#harvard>