(Title slide) Research Skills – COMM 1007 HVAC

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Library Learning Commons  
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This document is available in alternate formats upon request.

(Slide 2) Off Campus Login

Accessing articles, e-journals, databases, e-books and more  
Login:  Your student number or employee ID  
Password:  STUview password  
Still having trouble?  
Please try Passwords FAQs, Password Reset, or the Contact Centre for more assistance.

(Slide 3) Getting Help – Ask a Librarian

Book an appointment for help with your research.  
Include a brief description of your topic.  
Email Andrea Hall at: andrea.hall@georgebrown.ca

You can find many ways to get help from our contact page, including the Help Button, email, AskON chat, call us, visit us with link to hours and locations, service directory, by phone and our Research Guides.

(Slide 4) Don’t Forget: Office 365

- As a George Brown Student, you have free access to Microsoft Office 365.  
- To access your account, go to: login.microsoftonline.com/  
- Enter your student number@georgebrown.ca or your George Brown Email e.g. 1000123456@georgebrown.ca or GBC.Student@georgebrown.ca  
- And your StuView Password.

(Slide 5) Lynda.com

- Access to over 3000 streamed videos on 100’s of software programs and topics  
- Downloadable exercise files coordinated with video content  
- Compatible with Mac/PC  
- Mobile apps available for Android/iOS/Windows8  
- Simple on/off campus access with Stuview credentials
• To sign in with your organizational account append @georgebrown.ca to your USER ID eg. Student 123456789 would sign in as 123456789@georgebrown.ca and your Stuview password.

(Slide 6) Does your source pass the CRAAP Test?

• Currency
  o Is it current enough for your purposes
  o Is it the most current?
• Relevance
  o Does it answer important questions for your paper?
• Authority
  o Who wrote/said it?
  o What are their credentials/expertise?
  o Do they have a bias?
• Accuracy
  o Is it well researched/peer reviewed?
  o Are there citations included?
  o Does it jive with other sources you are using?
• Purpose
  o Why does it exist? Is it aimed at a customer? Fellow professional? Researcher?
  o What bias does it reveal?


Wikipedia’s LEED page contains a general disclaimer that reads “Wikipedia makes no guarantee of validity.”

Never take information directly from Wikipedia!
Never cite information directly from Wikipedia!
Always trace it back to the original source via the References or Bibliography and then evaluate the validity of that source.
IF YOU CAN’T TRACE IT BACK TO AN ORIGINAL SOURCE DON’T USE IT!

• Bibliography
• References
• Contacts - History
• Experts – References/History

(Slide 8) Construction and Architecture Desktop Folder

• All computers at Casa Loma LLC will have available on the desktop, a folder called "Construction and Architectural Resources". This folder contains a number of excellent resources that you will need while you are studying in your program. These include the City of Toronto Digital maps - both pdf and autocad.
(Slide 9) Information Sources – Codes

Print and Online:
Ontario Building Code
Canadian Electrical Code

Other examples:
- Building Code Compendium
- Canadian Electrical Code
- National Plumbing Code of Canada

(Slide 10) Information Sources – CSA Standards

CCOHS - EnviroOSH Legislation Plus Standards
- B149.1-15 Natural gas and propane installation code
Includes CSA Standards
- Go to database
- Scroll down to EnviroOSH Legislation Plus Standards
- Scroll down to CSA link
- Browse by Standard or Keyword Search (e.g. concrete, bridge, asphalt)

(Slide 11) Information Sources – Books and E-Books

– Reference Books – dictionaries, encyclopedias, handbooks
  - definitions
  - overviews
  - history
  - background information
  - fast facts
  - statistics

Examples:

(Slide 12) Information Sources – Books and E-Books

- focused coverage
- in-depth information
- specific topics
- related topics
- historical discussions

Examples:
3. HVAC. Level 4 Trainee Guide.
(Slide 13) Information Sources – Periodicals

- **Newspapers**
  - local news
  - current events

- **Magazines**
  - news
  - popular issues
  - Example: Time magazine

- **Trade Journals**
  - professional & industry news
  - Example: Daily Commercial News

- **Academic Journals**
  - advanced & scholarly research
  - Example: Journal of Construction Engineering and Management

(Slide 14) Information Sources – Media

- DVD’s – Circulation Desk
- Online Videos – Films on Demand
  - Examples:

- CD’s

(Slide 15) Building Your Search

Topic: Is geothermal heating a sustainable technology

- Identify key concepts
- Geothermal heating
- sustainable

Think of synonyms or like phrases

- sustainable (green or eco-friendly)

Combine key concepts with **AND**

Combine synonyms with **OR** in ()

- Use * to truncate (sustain* = sustainable or sustainability)
- Use “” for phrases “building information modeling”

OUR SEARCH
geothermal heating and (green or sustain* or eco-friendly)

(Slide 16) Starting Your Research – Library Homepage

Use the George Brown College Library Learning Commons website in the “articles, books, videos and more..” search box.

(Slide 17) Starting Your Research...

There is an “articles, books and more” search box on the library homepage where you can begin your search. Type in your search and hit go. Example: geothermal heating and (green or sustain* or eco-friendly)

(Slide 18) Cite Your Work

Click on the Cite Your Sources link to access the George Brown APA Citation Guide.

(Slide 19) Article Citation Information

Use the Cite tool to retrieve an APA citation for your article. Please note, the citation is automatically generated by the database and must be checked for accuracy.

(Slide 20) Print, E-mail or Save Articles

Under the Tools menu you can print, e-mail or save your article. Remember to attach your APA citation when you e-mail your article.

(Slide 21) Tutoring and Learning Centre

- **What:** Academic support for English and math skills in ANY GBC course + course specific support (check schedules for full offerings)
- **When:** Monday – Friday, 9-6 (for the full semester)
- **Where:** Building C, Room C344 – Enter through the Library
- **More Info:** Tutoring and Learning Centre - 416 415 5000 ext. 4047

**Services Include:**
- one-on-one tutoring sessions
- small group appointments (math & conversation only)
- reading comprehension (including assignment outlines and academic texts)
- support with all stages of the writing process
- listening and speaking strategies and practice
- referencing and citations (APA, MLA, etc.)
- support in math, statistics, and calculus
- preparation for tests, exams, and quizzes
- drop-in conversation circles (St. James and Casa Loma only)
- one-on-one conversation appointments (all campuses)
- support for overall language development - workshops - course specific study sessions (calculus, FASH 1107, nursing math, apparel marketing, merchandising & buying and more)
- resources for math, writing, grammar, citations, and more (visit TLC Resources)