

LIBRARY SKILLS EXERCISE

1. Description and Purpose

The [first] assignment of this course is a research exercise in the Robarts Library, one of the best libraries in North America. Libraries are wonderful places, storehouses of accumulated knowledge and information in various printed and electronic forms. But more than impressive physical structures, libraries are spaces of personal transformation in which we learn about ourselves and the world we inhabit, both past and present. To embark on this fascinating journey of self-discovery and scholarship, it is necessary to learn how to find relevant materials on your research topic by mastering the library catalogue and specific databases like JSTOR. You also need to learn how to cite your sources in proper bibliographic form, a skill that is fundamental to the craft of history, university life, and to your professional career. To complete this assignment you need to download the assignment template available on Blackboard in the “Important Handouts” folder and perform the seven steps outlined below:

Step 1: Read through the **“Guide to HIS106Y”** available on Blackboard in the “Important Handouts” folder. Make sure you understand how you will be evaluated in both tutorials and assignments and look over the tips for writing an essay. At the end of the Guide there is a “Sample Paper” to help you with formatting all of your papers for this course. Study it and identify the two precious gifts.

Step 2: Attend one of the library workshops on “Finding Scholarly Materials” at the Robarts Library (130 St. George Street) in the electronic classroom (4-033) on the fourth floor. You need to preregister for one of the six workshops on the link available in the “Important Links” folder on Blackboard. Attendance will be taken at the workshop itself and forms part of your overall grade for this assignment.

Directions: Take the escalator to the fourth floor of the Robarts Library. Turn around and go through the doors on the other side of the floor that say Centre for Teaching Support and Innovation Reference and Research Services. The lab is just to your left after you go through the doors. You will recognize it by the blue walls.

If you would like an alternative to the escalator, please take the elevator to the far right, as you face it, to the fourth floor. Then go through the doors that say Centre for Teaching Support and Innovation Reference and Research Services. The lab is just to your left after you go through the doors. You will recognize it by the blue walls. If you have any questions about accessibility, please contact Sara McDowell (s.mcdowell@utoronto.ca).

Step 3: Review the Research Guide for HIS 106Y available on the University of Toronto Library homepage. Go to “Research” and then click on “Research Guides” under “Tools” (<http://guides.library.utoronto.ca/HIS106>). To complete this step you need to read the information under **“Making Scholarly Choices”** and record the six criteria used to identify a scholarly journal.

Step 4: Choose a research topic of interest to you on indigenous peoples in the Americas between 1492 and 1804. Be specific by clearly identifying what you plan to investigate, the group of people you will be focusing on, the region you wish to cover, and the time period of your study. For this assignment, the research topic should be one brief sentence that looks something like the following: “Agricultural practices among the Mexica in the central valley of Mexico in the seventeenth century.” Please remember that some topics might involve interactions between more than one group of people and time ranges do not have to neatly follow centuries. Before you take this step please read the information under **“Essay Topic”** on the Research Guide for HIS 106Y cited in Step 3.

Step 5: Find one scholarly monograph on the topic you chose in Step 4 by using the University of Toronto Library catalogue (<http://onerearch.library.utoronto.ca/>). A scholarly monograph is a book on one given subject that is usually penned by an individual scholar and published by a university press or scholarly society. Once you have located the book you need to record its call number, the number of the floor on which the book is located, and the number of the stack where it is found. You also need to take a look at the books surrounding the one you have chosen. Record the name of the author and the title of the book to the right or the left on the stack. With the physical book in your hand, you have all you need to provide one reason why it is a work of scholarship. You also need to cite it as it would appear in a bibliography and footnote according to the Chicago Manual of Style. The book you choose should not be from the course readings outlined on this syllabus. Before you take this step please read the information under **“Books”** on the Research Guide for HIS 106Y cited in Step 3.

Step 6: Find one scholarly article from an edited volume on the topic you chose in Step 4 by using the University of Toronto Library catalogue (<http://onerearch.library.utoronto.ca/>). Edited volumes are books organized and edited by one or more editors and which are comprised of several articles (also referred to as chapters) penned by different scholars. Once you have located the edited volume you need to record its call number, the number of the floor on which the book is located, and the number of the stack where it is found. You also need to take a look at the books surrounding the one you have chosen. Record the name of the author and the title of the book to the right or the left on the stack. With the physical book in your hand, you have all you need to provide one reason why it is a work of scholarship. You also need to cite one of the articles (chapters) as it would appear in a bibliography and footnote according to the Chicago Manual of Style. The book you choose should not be from the course readings outlined on this syllabus. Before you take this step please read the information under **“Books”** on the Research Guide for HIS 106Y cited in Step 3.

Step 7: Find one scholarly journal article on the topic you chose in Step 4 by using JSTOR (<https://onerearch.library.utoronto.ca/popular-databases>.) A scholarly journal article is normally a chapter-length study written by a scholar in a given field that has been peer-reviewed and which appears in a scholarly journal. JSTOR is a

digital library of thousands of scholarly journals in which individual articles can be viewed and downloaded as pdf files. Once you have located the scholarly journal article you need to provide one reason why it is a work of scholarship. You also need to cite it as it would appear in a bibliography and footnote according to the Chicago Manual of Style. The journal article you choose should not be from the course readings outlined on this syllabus. Before you take this step please read the information under **“Journal Articles”** on the Research Guide for HIS 106Y cited in Step 3.

2. Important Details

Due Date, Time, and Place: To be determined

Resources:

- Research Guide for HIS 106Y at <http://guides.library.utoronto.ca/HIS106>.
- Dyck, Jason. *Guide to HIS106Y*, 2016. [Blackboard]
- Department of History, University of Toronto, Essay Writing Guide, 2014. [\[http://history.utoronto.ca/undergraduate/essays/\]](http://history.utoronto.ca/undergraduate/essays/)
- *The Chicago Manual of Style*. Chicago: The University of Chicago Press, 2010. [e-Book]