

Working in the Library

Name:

Date:

Task:

Working in the library can be a complete success or a total failure, depending on whether or not you have a plan and decide to use your time well. If you follow these tips, your chances for having a productive session will increase dramatically.

1. Be considerate
 - Work with your '1-foot voice'
 - Leave others alone
 - Follow all the procedures with materials for the sake of the next person
2. Be efficient
 - Have a plan written out
 - Make a realistic checklist and work through it
 - Start with the hardest or most time consuming tasks first
 - Save the easiest and quickest stuff until the end
3. Work on your behalf
 - This is precious time your teachers are giving you, don't waste it by 'hanging out'
 - Keep a running list of topics/questions to research later
4. Skim materials quickly
 - Don't read for detail, read to assess the quality of the source
 - If it's a keeper, you'll want it to digest later (save it to a USB or your 'H' drive, print it out or photocopy it- you'll need change like nickels, dimes and/or quarters)
 - If it's a dud, don't let it waste your time
 - Record all source information before you continue your search
5. Organize materials
 - Have a folder or tab in your binder just for the project
 - Keep note cards in labeled piles by topics, differ the colors if you wish
 - Keep track of sources, using the required format/program/website as you progress
6. Identify a good stopping point
 - Watch the clock
 - It's better to stop with 5 extra minutes than to have the bell ring when you're busy
 - Organize everything before you leave, you know you won't do it later
 - Begin to make a plan for the next session, it's going to be easiest to do right now