



PHOENIX LIBRARY

LIBRARIAN: L. Forsyth

HOURS OF OPENING:

Before School 07:30 - 07:55 (Forsyth/Monitors)

Most Breaks (Forsyth/Monitors)

LIBRARY + ACADEMIC DT (Mon, Tues & Thurs) **14:00 - 15:30** (Forsyth)

Rules and Requests:

- **Please do not send learners to the library for photocopying, book loans and research during class time.**
- Do not remove books etc from the library in the absence of the librarian without leaving details.
- POSTERS FOR CLASSROOM USE ARE AVAILABLE.
- Old magazines for clipping etc are available from the library. If you wish to keep a box in your classroom let me know.
- Overdue Books - Overdue lists will be handed out weekly during enrichment period. Register teachers are requested to follow up over the course of the week. Failure to return books will result in detention, informing parents or withholding of reports.
- Magazine/Book donations - the library gratefully accepts the donation of any book or magazines you/friends/family no longer need.
- **NB.** It is very important to let the library know **in advance** of curriculum changes, new projects etc so that we can update our collection accordingly. We are here to help!! Please get to know what is available for your subject in the library. We welcome advice on building our collection!
- **ACADEMIC DT** : ASSIGNMENTS, PROJECT WORK ETC. WILL TAKE PLACE IN THE LIBRARY. TESTS WILL BE WRITTEN IN G41.

SOURCE LISTS / BIBLIOGRAPHIES

A SOURCE LIST is a list of books, encyclopedias, videos, DVD's, websites, CD Roms, periodicals (i.e. newspapers and magazines) interviews, audio visual material etc. i.e. any sources of information that are used. It can either be sources you are given for research or it can be a list that is made of sources a learner has used for his/her own project.

A source list is called a bibliography when books only are used for sources.

Regardless of where the information comes from the following FOUR PIECES OF INFORMATION are vital:

**SURNAME, FIRST NAME: TITLE, SOURCE OF INFORMATION/PUBLISHER,
DATE OF PUBLICATION.**

SOURCES FROM THE INTERNET:

The learner must be able to provide as many of the above details as possible. Giving the home page is not enough. It is useful to obtain the URL which will get you to the original page used. Images off the internet must be included in a Source List. Unverifiable sources must be double checked by using 2 or more internet sources. It is recommended that pupils do not use sources such as Wikipedia or other open websites which do not check facts routinely.

Example of a source list

Project: Volcanoes

Source List

Amos, William H.: Hawaii's volcanic cradle of life. National Geographic, July 1990.

Eruption in Mexico kills thousands. Sunday Times, 16 March, 1997

Wilson, Richard: Volcanic activity. SDSU, 2012

(http://www.geology.sdsu.edu/how_volcanoes_work/Home.html)

Leigh, Ray: Volcanoes and earthquakes. Longman Group, 1974.

Steele, P.: Volcanoes. Ticktock Publishing, 1999.

Volcanoes. Microsoft Encarta. 1999

World of Geology 11. Encyclopaedia Britannica Educational Material Video Library, 1997

PLAGIARISM

Plagiarism is theft of someone else's written work or even their ideas. Although at Tertiary education level, plagiarism incurs serious consequences, it is at high school that standards must be set. There should be ONE policy regarding plagiarism for all subjects and levels

WHAT IS PLAGIARISM?

Text: If a pupil has used someone else's EXACT words without putting them in quotes, he/she has blatantly plagiarized. Even if he/she has included the source in a source list, it is still plagiarism.

Paraphrasing: If sentences use many of the same words and grammatical structure as the original source, it can still be seen as plagiarism. Text must be in the pupil's own words. Check that words have not just been rearranged or replaced. The sentence/paragraph must be rewritten in the learners own words and the source credited. A side-by-side comparison with the original can be made.

Original Ideas: Credit must be given to unique ideas others have thought up. If a pupil presents the ideas of another without crediting them, it is plagiarism. Obvious ideas, like known facts, don't have to be credited. When in doubt, the learner must give credit.

Photos and images must also cited in the main body of the assignment as well as the source list

TIPS FOR AVOIDING PLAGIARISM

1. Quotes from text must be put in "quotations".
2. Text in projects must be distinctly different from that in the original.
3. A Source List (Bibliography) must be included

HOW DO TEACHERS DETECT PLAGIARIZED PROJECTS?

Writing style, language, vocabulary, tone, grammar, etc. is different than what you expect from the student.

Check to see if there is a web address at the top or the bottom of a page. This probably means the paper was printed with a web browser directly from a web site.

Is the page strangely or poorly laid out? Are there different fonts? This could mean that the text was imported into a word processor. The imported text was originally formatted differently and the conversion changed how the page looks. If a student does not take the time to fix it, the page will look odd when printed.

Does the paper make reference to pictures, charts or graphs that can not be found? Maybe the original paper had these but subsequent recycling (cutting and pasting)

has resulted in the loss of these items which makes the project very confusing to the marker.

HOW TO CHECK USING THE INTERNET

Type in a key sentence from the project as a phrase search. This will lead directly to the original source.

Google indexes so many sites that even if the student didn't use Google, a phrase search may find the original source anyway

A good supplement to Google is All the Web at <http://www.alltheweb.com>.

There are commercial vendors as well. They scan papers against known cheat sites for a fee. This includes Turnitin.com and Wordcheck.com.