IB Extended Essay Research Guide

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This guide supports students and their mentors who are involved in the extended essay process. It will provide strategies for accessing high quality research resources both within and outside of the Commack High School library. The intention of this document is to satisfy the state Common Core Standards as well as the IB requirements that promote the use of primary and secondary sources as well as the use of multiple authoritative print and digital materials.

As mentioned on page 3 of The Diploma Programme Extended Essay Guide, the extended essay encourages students “to develop the skills of independent research that will be expected at university.” The extended essay encourages students to investigate a topic of their choice, engaging them in a sustained research process. It is intended to promote high-level research and writing skills that will prepare students for college and a future of life-long learning. While conducting independent research students learn problem-solving strategies and gain the ability to gather, synthesize, and analyze pertinent information from multiple authoritative sources.

The Diploma Programme Extended Essay Guide recommends that students should “use the library and consult librarians for advice” throughout the research process (Page 11). Seeking assistance from librarians who are proficient in information literacy will help students engage in a systematic research process, ensuring that they obtain relevant information from a diverse range of sources (page 4). The librarians have an important role from the beginning to the completion of this process. As information specialists, librarians assist with pre-search, help to refine research topics, plan research strategies, and when necessary, assist in revising research topics and questions. Finally, the librarians can assist with accurately citing the sources used.

We hope this guide becomes a useful tool for those engaged in the extended essay research.
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Commack High School Library –
Locating Books in the Catalog

Your school library has many print and eBook resources. Go to the Commack School District home page, (Student Site – Destiny Library Catalog – from home, or school), and select the Catalog tab.

Use your student ID as your barcode to create an account for saving books to resource lists. Ask a librarian for assistance.
User Names and Passwords: Please consult the CHS librarians’ eBoards for all CHS library database user names and passwords (see Database Passwords on the Databases tab).

Personalizing Databases: Whenever possible, you may want to create an account for the databases that you consult for your research. Many databases allow for you to create an account with a personal user name and password. Personalizing databases allows you to create research folders for saving your work. When you go back into the database, you will be able to access the sources you have saved.
Commack/Smithtown Public Libraries – Library Card and Account

If you have a public library card, you can access multiple print and online sources that will supplement your research. Commack Public Library patrons can pre-register online on the library’s homepage.

Click on “View Your Patron Record” and click on the “Get a Library Card!” Note: You must visit the library within 30 days to receive full access to online materials.

You will use your new user name and password when you request books and use the online database.

Once you have your public library card, return to “View Your Patron Record,” type in the barcode number on the back of your card, and create a user name and password.
Commack/Smithtown Public Libraries – Locating Books in the Catalog

To search for and request books in your public library, go to the quick search the homepage.

Select the desired titles in the results list, and click on “Add Selected to Cart.” Click on “View Cart” for the list of books you have saved.
To a request a title, select the title and click on “Request All.”

NOTE: You must have a public library card to request books online.

Select the title, the pickup location, and click on “Request Selected.”

The library staff will call you when your book is ready for pick up.
Interlibrary Loan (ILL)

If you cannot find a book in your own library, you may have it loaned to you from any library in Suffolk County. First, select Online Catalog from the home page …

Search by title, author, or simple search and select “All Libraries.”
Select the title you wish to request from the library where it is available. Click on “Add Selected to Cart.” Select “Request All,” on the following screen.

Select your pickup location, and click “Request Selected.”

The library staff will contact you when your book is ready for pickup!
With your public library card, you can access your public library’s online databases. Many of these databases are not available through the CHS library, and will supplement your research.

Start by selecting “Library” tab on your library’s homepage (or “Resources,” “Online Databases” for the Smithtown Public Library).

Click on the “Research by Subject,” and the subject of your research.
You can access these databases with your account information.

These databases are not available through CHS, but they provide college-level research, as well as primary source documents.
The New York Public Library –
Getting Your NYPL Card

With an NYPL card you can gain access to a wide range of databases for a variety of subject areas. Obtaining a NYPL card can take up to six weeks, so begin the process right away. Go to www.nypl.org and follow the prompts to apply online for your card.

You will receive your card by mail in one month. When you get your card, email a scanned copy of your school ID to circ@nypl.org, or fax it to 718-472-4765 to maintain activation. The CHS librarians can assist you with your fax or scan. If you have any questions about your card status, call 917-229-9676, or Ask NYPL.
Go to www.nypl.org to access over eighty research databases from home with your New York Public Library card.

Databases preceded by the blue house icon are accessible from home with your NYPL card.

Key:

- Free Web resource – available anywhere
- Accessible only at select Library locations
- Accessible outside the Library with your NYPL card
You can choose among the multiple databases that are available from home.

Narrow down your search by subject and location, and then select “at home with library card,” and click FIND.
WorldCat — the Worldwide Union Catalog

You can access WorldCat from our Destiny homepage.

WorldCat gives access to materials from thousands of libraries.
Use your zip code to easily find public, school, academic, and specialized libraries near you.

Or simply type the name of a library in the search box.
WorldCat gives you access to hard-to-find materials about your topic. Type your topic into the search box for results. Click on a desired title, and enter your town or zip code for a list of local libraries.
You can visit Stony Brook University to use the library databases and print materials. The library reading rooms are open to the public for photocopying any printed material. However, circulation is available to students and staff members only.

Explore the “Subject and Research Guides” link to access useful and relevant resources compiled by the university’s librarians.
CHAPTER TWO

- PRIMARY SOURCES

- MAPS, CHARTS, AND IMAGES
The Gale “In Context” series (Opposing Viewpoints, Student Resources, and World History) offer primary source documents in the areas of social science and history.

You can search for a topic by using the pulldown menu...

...or by the Primary Source link on the search bar.
Issues and Controversies –

This database covers current and past social issues.

Go to Source Documents under Special Features… for a list of documents in alphabetical order by title.
This can search this database from the Primary Documents link for a chronological list, or conduct a Keyword Search.

Select Primary Documents to view a listing of full-text documents by date and title.
You may search JSTOR’s *British Pamphlets* collection for primary sources.

1. Go to Advanced Search.
2. Narrow down by *Pamphlet* under the item type before clicking *Search*. 

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*JStore –*

Used by millions for research, teaching, and learning. With more than a thousand academic journals and over 1 million images, letters, and other primary sources, JSTOR is one of the world’s most trusted sources for academic content.

Go to Advanced Search.

Narrow down by *Pamphlet* under the item type before clicking *Search.*
ProQuest – History Study Center

ProQuest History Study Center offers hundreds of full text historical documents.

Search for your topic in Historical Documents.

Go to the Advanced Search option if you would like to search for a number of resources.
Maps, Charts, and Images

**Gale Databases - Science in Context and Opposing Viewpoints**

- **Science in Context** offers images, maps, and experiments.

- **Opposing Viewpoints** has a menu that includes statistics, images, and maps.
Switch to CQ Researcher for current issues and you will be able to find maps and graphs to support and enhance your essay.

ProQuest

History Study Center provides historical images, video clips and web links.
**Issues and Controversies**

Type your topic in the search box for photos, charts and maps that support and add strength to your thesis.

**Issues and Controversies in American History**

The Image Gallery connects you to maps, portraits, and photos of original documents.
Notifying the School Librarians of Students and their Chosen Topics

It is beneficial to provide the school librarians with a list of topics that will be researched. Although it is the students’ responsibility to gather information, the librarians are the resource people who can guide them in the right direction. When the librarians are aware of what topics will be researched, they will be better able to assist with the pre-research process for necessary materials. Some topics will be researched several times over the years, allowing the librarians to house the information in the school library.

Below is a form for the mentors to complete and submit to the librarians, as soon as topics are chosen. This will enable the librarians to prepare for the students’ visits to the library.

A box will be available in the library for drop-off.