**LIBRARY BASIC SKILL TEST**

**(For Postgraduates)**

**Notice:**

*Your answers must be saved in Microsoft Office Word format (****\*.doc/\*.docx****);*

*File names must adhere to the following naming convention:* ***Day.Month\_StudentID***

*(eg: 3.7\_910579k);*

*You’ll* ***pass*** *the test if you score 80% or more;*

*Before starting the test, please visit our website at* [*http://lib.tdtu.edu.vn*](http://lib.tdtu.edu.vn) *first then log on using the* ***sample account\*.***

**Question 1:** Do an exact search with the keyword "***Inspire Library***" in the tag ***ALL*** and answer the following questions:

a) How many results are there for this search?

b) What types of materials are available (print or digital/electronic)?

c) Describe the first materials found in APA citation format?

d) Limit the results to make sure that the keyword "***Inspire Library***" appears only on the ***title***;

How many results are shown?

 **Your answer:**

**Question 2:** Search any keyword and choose available sorting options to limit the search results as long as the materials relating to your expertise will be ranked on top of the result page.

*Press PrtScn on the keyboard to take a screenshot and paste it into your answer file.*

 **Your answer:**

**Question 3:** Find the materials in the tab ***Course Materials*** and answer the following questions:

a) Which available options you can use to limit the results?

b) Find all available materials of the course ***Xã hội học đại cương*** and name its textbooks? Describe them in Chicago citation format?

c) Choose a random print material on the result page then describe its location and policy.

 **Your answer:**

*\* To* ***ask for the******sample account*** *or* ***submit your answer file****, please send an email to* *nguyenthithuyduong@tdt.edu.vn*

*If you have any feedback, please leave it on your answer file.*

*Thank you for taking part in our orientation!*

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