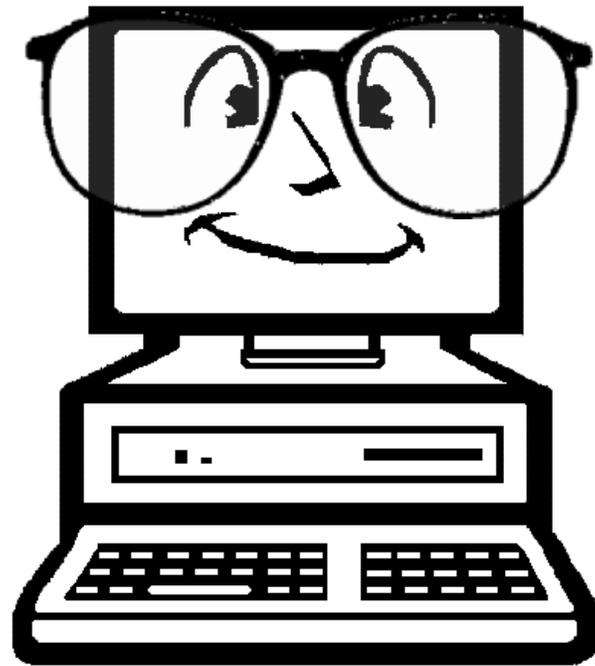


***Reference Services Division
Presents***



Research 101

Getting Started

1. Choose a topic (make it interesting and make sure it meets your instructor's requirements)
2. Identify the main ideas, concepts and keywords related to your topic
3. Think about what types of sources will provide appropriate information
4. Choose an appropriate search space, i.e. library catalog, database, google
5. Use the keywords to perform your search
6. Use Boolean operators and filters to limit results and hone in on the good stuff
7. Remember to save your results (print, email, or save to a USB drive). You'll need this info later to cite your sources. More info on citing sources at:

<http://owl.english.purdue.edu/owl/section/2/>

Boolean Basics

- Boolean Operators can be used to combine or limit search terms
- **“AND”** combines two terms: ex. Rock **AND** Music
- **“OR”** searches for results containing 1 of 2 terms: ex. Rock **OR** Punk
- **“Not”** excludes records containing selected term: ex. Rock **NOT** Geology
- Truncation: an * at the end of a search term expands a search to include all forms of a root word, ex: music* retrieves music, musician, musical etc.
- Wild Card: a **“?”** within or at the end of a word expands a search to include alternative spellings, ex: wom?n retrieves woman as well as women

Search Filters

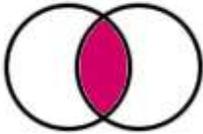
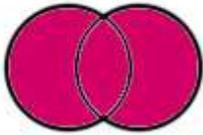
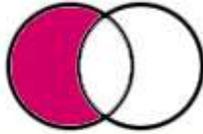
- Too many results? Use “Search Filters” to limit the results of your search
- Common filters include: date, publication type, language

Information Sources

Information Source	Primary Attribute	Advantage	Disadvantage
Book (<i>non-fiction</i>)	<u>Comprehensive</u>	<u>Substantive</u>	Information may be out of date, depending on the date of the book's publication.
Magazine	<u>Popular</u>	<u>Focused</u>	Because of a limited amount of space, coverage is limited to only most current information.
Journal	<u>Scholarly</u>	<u>Authoritative</u>	Because of a limited amount of space, coverage is limited to only most current information.
Newspaper	<u>Current</u>	<u>Broad in scope</u>	<u>Non-substantive</u>
World Wide Web (Internet)	<u>Accessible</u>	<u>Broad in scope</u>	<u>Unreliable</u>

Reproduced from Kentucky Virtual Library www.kvl.org

Boolean Operators

Operator	Example search	The search will find...	Venn diagram results shown in pink
AND	north carolina and prohibition	items containing "North Carolina" and "prohibition." AND narrows a search, resulting in fewer hits.	
OR	zimbabwe or rhodesia	items containing either "Zimbabwe" or "Rhodesia" or both. OR broadens a search, resulting in more hits.	
NOT*	mexico not new mexico	items containing "Mexico" but not "New Mexico." <i>Caution!</i> It's easy to exclude relevant items.	

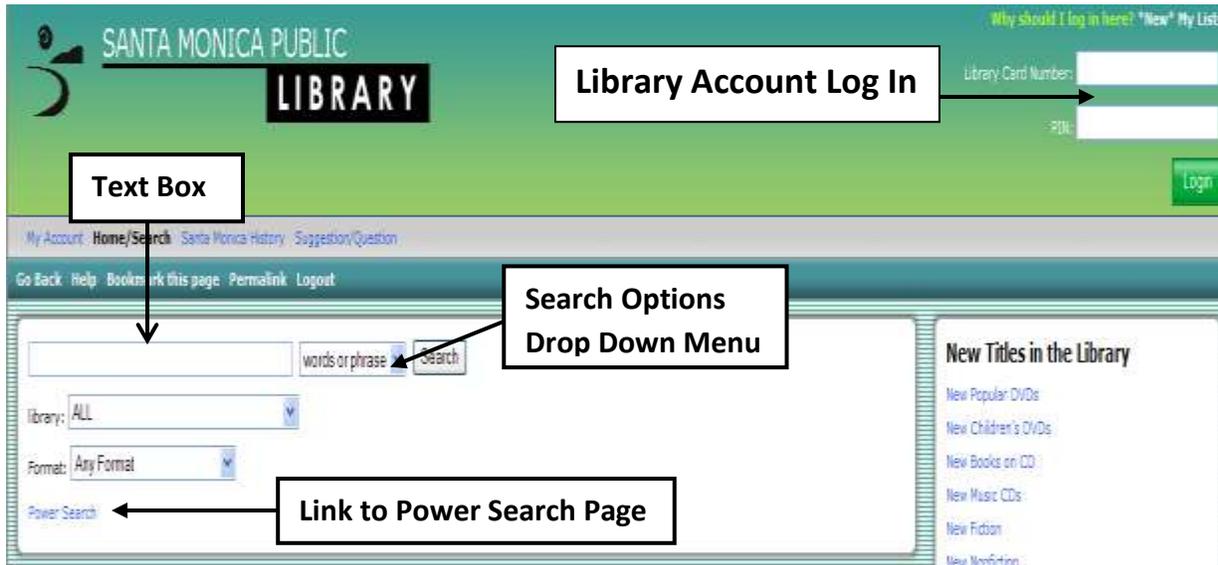
Reproduced from Kentucky Virtual Library www.kvl.org

Using the Library Catalog

The screenshot shows the Santa Monica Public Library website. At the top, there is a search bar with the text "words or phrase" and a "Go" button. Below the search bar are navigation tabs: "Catalog", "Database", "Site", "Library Catalog | My Account", "Santa Monica Public Library", "Kids & Parents", "Teens", "Pico Branch Project", and "About Us". A callout box labeled "Simple Search" points to the search bar. Another callout box labeled "More Search Options" points to the "Library Catalog | My Account" tab. Below the navigation is a banner for "Got Homework? Get Help Now!" featuring an illustration of two children at a computer. To the right is a "Programs" section with a calendar for "OCTOBER 2011" and a featured event "An Afternoon with the Fabulous Beekman Boys". Below the calendar is a "Monthly Calendar (PDF)" link. At the bottom, there are three sections: "Locations & Hours" with a map of the Main Library, "Library News" with recent announcements, and "Quicklinks" with a list of services including "Computer Classes", "Contact Us", "Databases", "eBooks & eAudio", "Friends of the Library", "Imagine Santa Monica / Local History", "Internet Use", "Library Board", "Library Card FAQ", "Library Catalog", "Mango Languages", and "Story Time". A callout box labeled "Databases" points to the "Databases" link in the Quicklinks section.

- Access the library catalog from home at <http://smpl.org/> or from any computer terminal in the library
- To perform a simple catalog search enter terms in text box and click “go”
- For more search options click on “Library Catalog”
- For the complete list of electronic databases click “Databases” in the Quicklinks

Simple Searching



Known Item (Author/Title) Searches

- If you know the author of the item you are searching for enter it in the text box, choose “author” from the drop down menu and click search
- If you know the title of the item you are searching for enter it in the text box, choose “title” from the drop down menu and click search

• Keyword and Subject Searches

- If you’re unsure of an item’s author or title enter a relevant term in the text box, choose “words or phrase” from the drop down menu and click search
- You can also search for items on a particular subject by entering a relevant term in the text box, choosing “subject” from the drop down and menu and clicking search

• Need More Search Options?

- For more search options click the “Power Search” link

Power Searching

The screenshot shows the Santa Monica Public Library search page. At the top, there is a blue header with the library name and navigation links. Below the header, there are several search fields with dropdown menus for field names and text input boxes. To the right of these fields are 'And' buttons. Below the search fields are 'Search' and 'Reset' buttons. Further down, there are filter options for library, language, location, format, match on, pubyear, and sort by. A 'Catalog Searches' box is also visible on the right side. Three callout boxes with arrows point to specific parts of the interface: 'Search Fields' points to the field name dropdowns, 'Search Filters' points to the filter options, and 'Boolean Operators' points to the 'And' buttons.

Search Fields

Search Filters

Boolean Operators

Catalog Searches
CALL_NUMBER
BROWSE

Multiple Field Searching

- Enter information in multiple search fields for a more powerful search
- Use the field name drop down menus to customize your search

Understanding the Item Record

My Account Home/Search Santa Monica History Suggestion/Question
Go Back Help New Search Change Display Bookmark this page Permalink Logout

record 1 of 1 for search author "sklar" AND title "brown acres" [Change Display](#)

Item Details

[Write a review](#)

Number of holds: 0
[Place Hold](#)
[Find more by this author](#)
[Find more on these topics](#)
[Nearby items on shelf](#)

Item Information [A Look Inside](#) [More Details](#)

Title Brown acres : an intimate history of the Los Angeles sewers
Author Sklar, Anna, 1940-
Publisher: Angel City Press,
Pub date: c2008.
Pages: 232 p. :
ISBN: 9781883318758
Item info: 4 copies available: Main Library - 601 Santa Monica Blvd..

Holdings [Change Display](#)
Main Library - 601 Santa Monica Blvd.
628.2 SKLAR
Loan period
This item can be borrowed for four weeks.
This item can be borrowed for four weeks.
This item can be borrowed for four weeks.
is item can be borrowed for four weeks.

Location
Nonfiction Collection
Nonfiction Collection
Nonfiction Collection
Nonfiction Collection

Detailed Item Description

Bibliographic information

Item Location

Call Number

Item Details

- Basic bibliographic and location information is listed on the first tab
- For a more detailed description of the item click on “More Details”
- Use the hyperlinked subject terms in the detailed description to find similar titles

Finding Your Item in the Library

- Check the item’s location to make sure it’s currently available (items currently checked out will have a due date in the location field)
- Write down the item’s Call Number and find the corresponding shelf in the library (the front and back of each shelf has a sign listing the range of call numbers)

Library Databases

For the complete list of databases available to SMPL patrons go to:

http://smpl.org/Online_Databases_By_Subject.aspx

- **Masterfile Complete** is the library's most comprehensive periodicals database with full text for more than 2,000 publications covering almost every subject area. The database also contains full text for nearly 1,000 reference books, over 100,000 primary source documents and an Image Collection of more than 592,000 photos, maps & flags.
- **ProQuest** is the library's newspaper database with full text articles from the LA Times, New York Times, Washington Post and Wall Street Journal.
- **Student Research Center** has information on Arts, Media, English, Math, Social Sciences, History Sports Technology, Business and Careers specifically tailored to the needs of students.
- **Points of View** contains hundreds of articles discussing the pros and cons of controversial issues. Great for debate preparation.