



How to Research

Name _____ / Date _____

Your topic or question:

- Circle the core ideas or concepts, and write them below in the top row.
- Write down key words (topics, people, organizations, etc.) you could use to describe the concepts: think in terms of *broader*, *narrower*, or *related* words.

Concept 1:	2:	3:

*Note: this is the most important step. Keywords are useful for searching the catalog, books, and databases—and even the Internet!

Plan your search (also see the back of this sheet for search tips):

- Try different combinations of concepts and keywords. For example:
concept 1 AND concept 2 AND concept 3
concept 1 AND concept 3
concept 3 OR concept 2

Resources that look useful (note the title, author, and call number/database):

1. _____
2. _____
3. _____
4. _____

Search Tips

**Note: see how many options work in both the catalog *and* databases!)

Searching the catalog: (www.northseattle.edu/library → Books & videos → Library catalog). Pay attention to:

The screenshot shows a search interface with tabs for Basic, Advanced, Subject, Author, Course Reserve, and New Books & Media. The search area contains three input fields: 'lesbian', 'African American', and an empty field. Between the fields are 'AND' buttons. To the right, there are dropdown menus for 'all of these' and 'within', and a list of search fields including Keyword Anywhere, Subject, ISBN, Author Name, Title, ISSN, and Series. A 'Year' section has 'From' and 'To' input fields. A 'Location' dropdown is set to 'All North'. Callouts point to the 'AND' buttons, the 'as a phrase' dropdown, and the 'All North' dropdown.

Use AND to combine ideas and narrow your search; use OR to broaden your search.

Do you want to search all the libraries, one library, or part of a library?

Are you searching for a phrase, or separate words?

- For book records, remember to check the **Table of Contents** and **Subject Terms**; search the **Index** of the book itself using your key words.

Searching databases: (www.northseattle.edu/library → Subject guides → History).

The screenshot shows the EBSCO Academic Search Complete interface. It features a search bar with 'lesbian*' and 'women of color*' entered, separated by 'AND'. There are dropdown menus for 'Select a Field (optional)'. Callouts point to the 'Advanced Search' link and the search field dropdowns. Below the search bar, there are search options for 'Search modes' (Boolean/Phrase, Find all my search terms, Find any of my search terms, SmartText Searching) and 'Limit your results' (Health Journals, Full Text). The 'Full Text' checkbox is checked.

"Advanced Search" gives you more flexibility and power.

Where in the resource do you expect to find these words?