

# FINDING SOURCES

Go to the library. Start with your school library; you may also go to the public library. The fun part is going to the library to hunt for and find all the information that the library has on your topic. You will be surprised just how much information is there!

**Ahoah, Matey!**



Wow! Look at all this treasure: encyclopedias, vertical file articles, books, pamphlets, videos, computer databases, Internet, etc.

While at the library, you should look for all the SOURCES available on your topic. SOURCES can be books, magazines, newspapers, videos, encyclopedias, the Internet and online databases like **EBSCO** and **INFOTRAC**.

I. Where should you look to find these sources?

A. Where should you look to find books? Start with **Alexandria Researcher**, the computerized card catalog, for books on your topic. With books it is important to check THREE THINGS:

1. The copyright date of the book. This is found on the **Alexandria** screen or on the back of the title page. You must be careful that the information found in the book or encyclopedia is not too old or outdated.
2. The Table of Contents. You are not going to read the whole book so use the table of contents in the front of the book to see if there is a chapter on your topic.
3. The Index in the back of the book. Check the index to see what pages have the material you need. Sometimes you may have to look in more than one place for your information.

- B. Where should you look to find magazine articles? These may be the library copies of the magazine or they may be found in **EBSCO** or **INFOTRAC** or some other on-line database.
- C. Where should you look to find Vertical Files? Many libraries have loose newspaper clippings, magazine articles, pamphlets, and other materials stored in a filing cabinet in folders which are arranged by subject in alphabetical order. Ask your librarian if there is a vertical file in your library.
- D. Where should you look to find encyclopedias? The Reference Shelves. There are many generalized reference books like encyclopedias. Use the index.
- E. Also look for any other computerized databases that the library has for you to use. Example: **World Book Online.**
- F. Use the Internet. Using a search engine such as **[www.alltheweb.com](http://www.alltheweb.com)**, **[www.google.com](http://www.google.com)** or **[www.dogpile.com](http://www.dogpile.com)** are good places to start. For more search engines, click ON the following link found on the Oneida Research Page.



## II. Tips for doing a computer search:

- A. Spell and type correctly.
- B. Use search terms and link them together with the word **and**.
- C. Check where this information is from. If it is from a web site that could be anyone's and there is no credit given for where this information was found, be careful. This kind of information cannot be used in a report or research paper. If you are not sure, ask the librarian or your teacher. If you find it at home, make a paper copy to show your teacher.



- II. Decide if there is enough information for your report. If you cannot find enough information, you may need to enlarge (expand) your topic or choose another topic. If there is too much information, you may need to narrow your topic (make smaller).



- III. If you are thinking about changing your topic, now is the time to decide BEFORE you start reading and taking notes.