

Preliminary search and REQUEST FOR RESEARCH ARTICLE

for _____ grade _____ Date: _____
(student's name)

Title of Article: _____

Author: _____

From Journal: (Provide Name of periodical, Month/date/Year/issue #, page #s etc.)

ATTACH COPY OF ABSTRACT OR SOURCE OF YOUR CITATION INFORMATION.

A. What databases from *OHS Library Resources* webpage were searched? (NOTE: Some of the links link you to one database BUT many links lead you to multiple databases. You may not need to look through all of them, but make sure that you do search through the ones that will be most useful to your needs.)

1. Have you searched through the following for your article and/or additional information? Check ALL that apply.

_____ **EBSCOHost** <Searched ALL at once> **OR**
_____ **EBSCOHost** <Searched one title/database at a time>:

_____ Thomson/Gale **Infotrac** <Searched several titles/databases at a time> **OR**
_____ Thomson/Gale **Infotrac** <Searched one title/database at a time.>

_____ **Newsbank**
_____ Global Newsbank
_____ UNConnections

_____ **Proquest** <Searched ALL at once> **OR**
_____ **Proquest** <Searched one title/database at a time>:

_____ **Sirs Knowledge Source** <Searched ALL at once> **OR**
_____ **SKS** <Searched one title/database at a time>:

2. Have you searched through the following to find additional information:

CQ Press Electronic Library _____ yes _____ no
Congressional Digest Pro/Con _____ yes _____ no
Issues & Controversies _____ yes _____ no
Other? _____ yes _____ no

If yes, list databases :

B. Did you search through the databases available from the Oceanside Public Library? _____ yes _____ no

C. Did you find additional information from the databases available through either the OHS Library Resources webpage or the Oceanside Public Library webpage that can be applied to your research project?
_____ yes _____ no

D. FOR SCIENCE RESEARCH ONLY: Have you searched the databases available through the University of Albany in an attempt to locate your article? ___ Yes ___ No

Preliminary search and REQUEST FOR RESEARCH ARTICLE

for _____ grade _____ Date: _____
(student's name)

VERIFICATION OF STUDENT'S CONFERENCE WITH SUPERVISOR

Title of Article: _____

Author: _____

From Journal: (Provide Name of periodical, Month/date/Year/issue #, page #s etc.)

Name of periodical: _____

Month/date/year: _____

Issue #: _____

Page #s: _____

etc: _____

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_____ Date: _____

(Signature of Supervisor) Signature indicates that supervisor has determined student has followed all preliminary search methods to find a specific article before requesting expanded search by Library.

For Library Use Only:

Date Request received by Library: _____

Action taken by Library Staff:

Date article received: _____

Date student was sent note via supervisor that article was received
or unavailable: _____

Date article was picked up by student: _____

NOTE TO STUDENTS and SUPERVISORS:

**An electronic copy of this form will be available through the Library Resources webpage.
*REQUESTS FOR ARTICLES MUST BE SUBMITTED ON PAPER COPY.***