

## ***THE RESEARCH PROCESS BEGINS WITH YOU***

The research process can be simple or complex. Whatever it is, you are the primary key to its successful conclusion. All you need to do is ***BE PREPARED!*** And being prepared to do any type of research means knowing the goal; knowing the step by step process of finding information; formulating and asking the right questions; having the right tools available to facilitate your task at hand; and knowing which ones to use.

***REMEMBER*** you don't have to be an expert in the information you seek,  
BUT you should know if the information found is of an expert bound.  
For it it's not, you must continue to pursue that which is fact or lie  
In order to conclude what is not and what is true.

What tools should you own

***OHS How To Cite  
OHS Writer's Guide  
OHS Library Handbook  
dictionaries***

***Other Keys to Information to use:***

***OPAC  
OHS Library Resources webpage  
Oceanside Library catalog  
Oceanside Library online databases***

When engaged in the ***information seeking*** process of research, one should always

- ❑ utilize time in an efficient manner.
- ❑ make use of local resources before heading elsewhere.
- ❑ use the resources of the school library and public library before pursuing other venues.
- ❑ make use of available interlibrary loan procedures.
- ❑ make use of local onsite electronic resources before seeking information elsewhere.
- ❑ make use of free services on the Internet before pursuing those that have fees attached.
- ❑ PLAN!

The Big6 Skills model of information problem-solving was formulated by Bob Berkowitz and Mike Eisenberg. Both of whom are highly reputable educators of long standing in the Library community. Outlines of these skills can be found at the following website, <http://www.big6.com/files/Big6Handouts.pdf>.

What *onsite resources* should you consult for your information needs before going online to use a free or pay per search service?

**OPAC** (Online Public Access Catalog of materials in the Library collection)

**Indexes** and **databases** to serial and other publications (e.g. literary criticism, magazines, newspapers, wire services, reference and other ebooks, etc.) which are located in the special *Index section* and/or through *computers*.

**Ask yourself the following question:**

What *specific online databases* available through the *OHS Library Resources* webpage should you consult for your information needs before using one of the search engines that enable searching the numerous information sources available via the Internet or fee for service online or Internet accessible databases?

If you discover references to resources and want to find them, make sure that you search through all databases available through the OHS Library and the Oceanside Library before submitting the following **Research Request** form. The *Research Request* form will help guide you through the process to find an article from various resources, e.g. periodicals; reference books; etc.. Interlibrary loans are also possible for books, etc..

**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.)

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**ATTACH COPY OF ABSTRACT OR SOURCE OF YOUR CITATION INFORMATION.**

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**A. List the databases from the *OHS Library Resources* webpage that you searched trying to find this article?**

**B. Did you search through the databases available from the Oceanside Library trying to find needed article? If YES, list the databases that you used.**

**C. Where else did you search trying to find needed article?**

**Preliminary search and REQUEST FOR RESEARCH ARTICLE**

for \_\_\_\_\_ grade \_\_\_\_\_ Date: \_\_\_\_\_  
(student's name)

**VERIFICATION OF STUDENT'S CONFERENCE WITH SUPERVISOR**

\_\_\_\_\_ 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.**

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**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 *OHS Library Resources* webpage.

***REQUESTS FOR ARTICLES MUST BE SUBMITTED ON PAPER COPY.***