

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 if 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 Public Library catalog
Oceanside Public 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.jlhs.nhusd.k12.ca.us/Classes/Science/Research.html>

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, etc.) which are located in the special *Index section* and/or through *computers*.

NOTE: These indexes are available in print and/or electronic formats. Several are also available online through the Internet. They either point to the location or include full text of articles, etc.

These include: *READERS GUIDE TO PERIODICAL LITERATURE*
Library resources websites:
e.g. OHS Library Resources, Oceanside Public Library, colleges
& universities
GRANGER'S INDEX TO POETRY;
GALE LITERARY INDEX;
FICTION CATALOG;
SHORT STORY INDEX;
PLAY INDEX;
MAGILL'S SURVEY OF SCIENCE
CONGRESSIONAL QUARTERLY WEEKLY REPORTS
CQ RESEARCHER [formerly Editorial Reports]
EDITORIALS ON FILE
ISSUES AND CONTROVERSIES ON FILE

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 Public Library before submitting the following ***Research Request*** form. The *Research Request* form will help guide you through the process to find an article from a periodical. Interlibrary loans are also possible for books.

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: _____

ATTACH COPY OF ABSTRACT OR SOURCE OF YOUR CITATION INFORMATION.

_____ 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.***