



Searches & Sources an overview

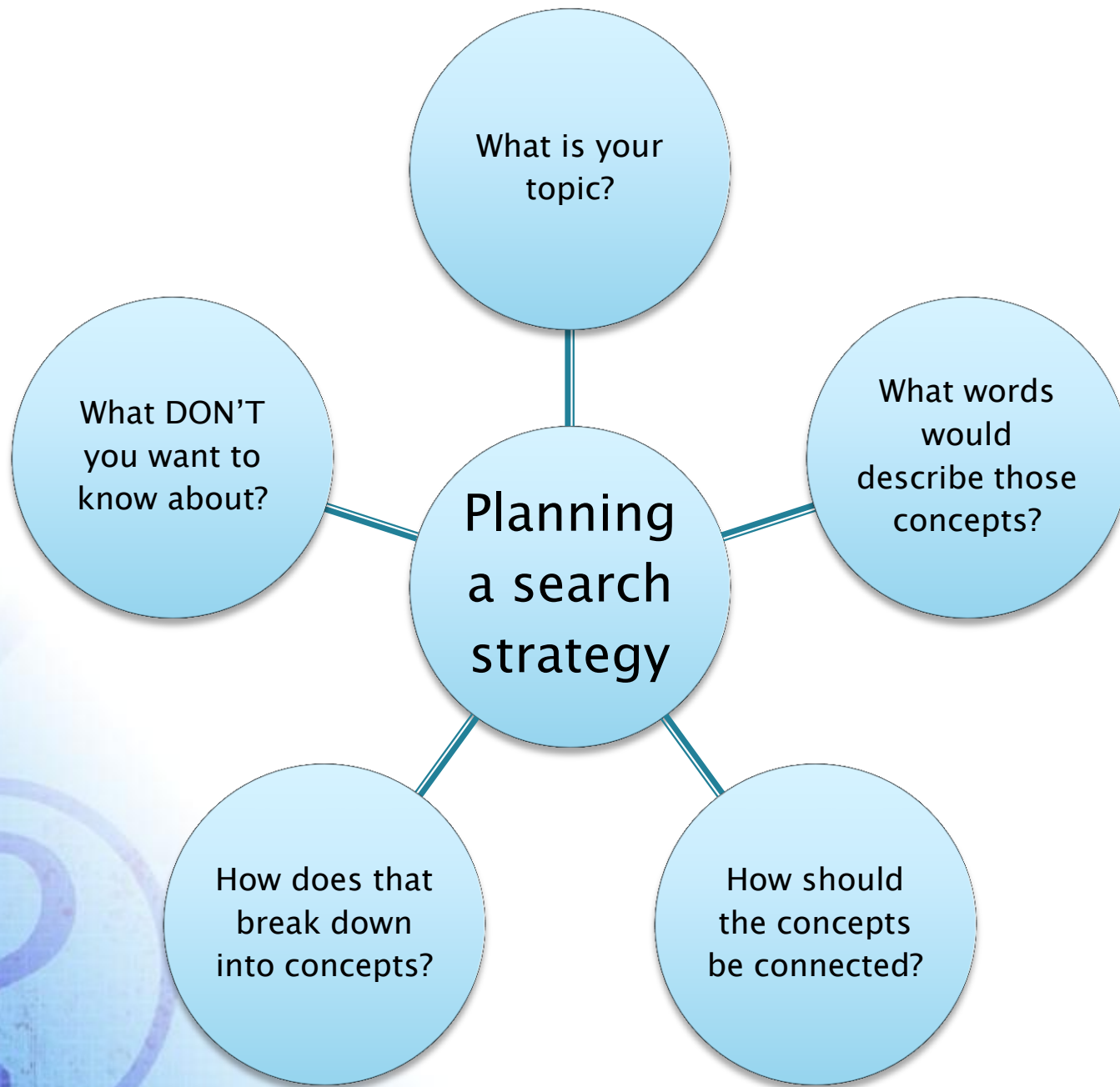
Mrs Withers

What will we be covering?

1. Planning a search strategy
2. Library catalogue
3. Journals
4. IC Homepage
5. Electronic resources
 - Encyclopaedia Britannica
 - Oxford Reference
 - Online journals
6. Evaluating your search results

What are your needs?

- ▶ What level of material do you need?
- ▶ Why do you need it?
- ▶ How comprehensive do you need to be?
- ▶ How much time do you have?
- ▶ What facilities do you have access to?



Identifying keywords

- ▶ Dictionaries, encyclopaedias, handbooks, textbooks (glossary, index)
- ▶ Oxford Reference Online
- ▶ Database index/thesaurus browse



Search tips

- ▶ Truncation expands a search using the word stem
e.g. **Educat*** would find education, educational, educator, educated etc.
- ▶ Wildcard can be used to replace letters within words
e.g. **Organi?ation** would find organisation and organization



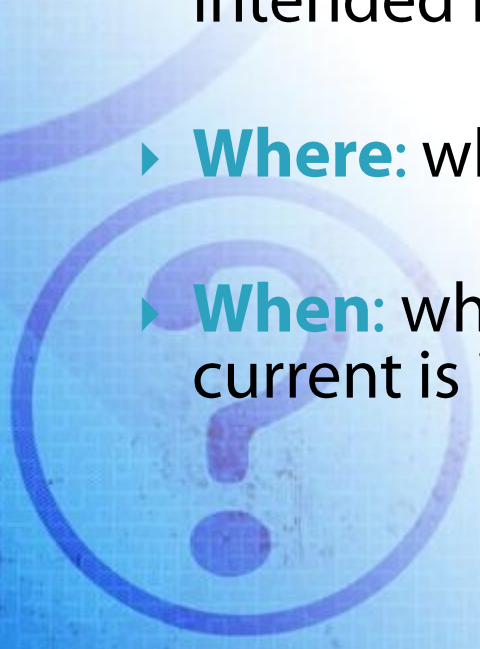
Library catalogue



- ▶ Advanced search options
 - Combine search terms using AND and OR
 - Search by Keyword
 - Search by subject
 - Use classification option to find items with particular shelfmark (Dewey number)
- ▶ Limit by collection, year or language, if necessary
- ▶ Use 'Help', which is context-sensitive

Evaluating your search results

- ▶ **Who:** who is the author/publisher? Who is the information intended for?
- ▶ **What:** what kind of source is it? Is it reliable?
- ▶ **Why:** why has it been produced. Is it biased? Is it intended for commercial use?
- ▶ **Where:** where was the source published?
- ▶ **When:** when was the information made available? How current is it?



Hints and tips

- ▶ Plan your search strategy before you start
- ▶ ... but let it change as your search develops
- ▶ Keep accurate records of what you have looked at
- ▶ Reference what you have used in your bibliography

