SEARCH WORKSHEET

Write down your thesis statement or search question: **(highlight major concepts)**

Determine appropriate resources to use: **books** (in-depth overview), **magazine/newspaper articles** (current information) or **Internet web links** (information from organizations or companies).

Find links to all our sources on the **LV Library Online Web Page**: [http://lvlibrary.mcckc.edu/](http://lvlibrary.mcckc.edu/)
1. For **books** click on **Library Online Catalog**
2. For **articles**, use **Online Databases**
3. For **websites**, use **Web Links**

Are there established **subject headings** for your question? Use the **Library Online Catalog** or appropriate **Online Database** to find **Keywords** or **Subjects**.
1. **Library Online Catalog** for **Books**: Look at Subjects listed for a book on your topic
2. **Online Databases** for **Articles**: Look at **Subjects** listed for an article on your topic or **words** that help describe topic in the **Abstract** or **Full-text**.

If there are **few subject terms**, search in an **Online Database** or the **Library Online Catalog** by **keyword**.

**Helpful Hints:**
- Remember variant spellings (for example, volcanoes or volcanos)
- Use **AND** to combine keywords (both words must be found: for example, buses and seatbelts)
- Use **OR** to broaden your search (either word must be found: for example, cats or felines)
- Use **NOT** to exclude unwanted words (for example, plants not electric)
- Use **synonyms** if you find little under your first keyword/s search

**SEARCH STRATEGY**

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<th>Keyword 1</th>
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AND/OR/NOT ___________ AND/OR/NOT ___________ AND/OR/NOT ___________

**USEFUL HANDBOUTS:** (available in print or online under **Research Tools**)
- For an overview of **sources**, consult the handout: **Where Do I Find**
- For strategies and evaluating websites on the **Internet**, use handout: **Research on the Internet**
- For information on **citing sources**, use the handouts for MLA or APA: **Citing Electronic Sources or Citing Print Sources**

**Search capabilities typical of most databases:**
- Keyword, Subject, Boolean, Images, and Periodical Title

**Search Strategy Summary**

1. Formulate the research question and its scope
2. Identify the important concepts within the question
3. Identify search terms to describe those concepts
4. Consider synonyms and variations of those terms
5. Prepare your search
6. Scan the results of the first search for:
   a) Number of matches
   b) Additional search terms
7. Revise your search
8. Record your search process