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- Step 1 - Use **Resource Finder** to find relevant resources. Resource Finder is located under **Research Help** on the library's website.
- Step 2 - Consult a **general encyclopedia** for background information. Use the index volume to locate all related articles. General encyclopedias are located in the reference collection in the 031s.
- Step 3 - For more specific information, use a **special encyclopedia** which focuses on a specific subject. Start with the index volume. Perform a word search in the catalog, limiting your search to "Reference." For example: R 650.03 M453E Encyclopedia of Business
- Step 4 - Once you have selected your topic, perform a **subject search** in the library catalog to locate books on the subject. Subject headings are based on the Library of Congress Subject Headings (LCSH) found on the upper level on the filing cabinets behind the reference desk. These volumes will provide the correct search terms.
- Step 5 - To supplement the sources you have already found, look for a **bibliography** on your subject or a guide to the literature if one exists on the topic. Bibliographies may be published as separate volumes or contained in encyclopedia articles. Search for bibliographies in the library catalog by typing **[Your Subject] - Bibliography** as a subject search.
- Step 6 - Periodical articles will provide the most current information or indicate the public's reaction/attitude to an issue at the time of the event. Click on **Databases and Articles**, then click on **By Subject** towards the top of the page and select a database.
- Step 7 - **Newspaper indexes** provide access to daily newspapers. The library has a paper subscription to Wall Street Journal and The New York Times, with back issues available in microfilm. Other newspapers are available full-text online. Click on **Databases and Articles**, then click on **By Subject** towards the top of the page. Click on **Current Issues & News**. Use the database **LexisNexis Academic** or **Newspaper Source** to search for articles.

**Other sources you may want to use include:**

**Annual reports** from local, national, and international companies.

**Audio visuals** are available through the library catalog.

**Biographical sources** will provide information on an individual's education, accomplishments, and professional activities.

**Book reviews** are critical evaluations which can help you determine the quality of a book. Books are reviewed in newspapers, magazines, and scholarly journals. Ordinarily a book will be reviewed within a year after it is published, although it may be reviewed later. To find a book review, you need to know the author, title, and date of publication. See the **Book Review** user guide.

**Internet.** Be critical of what you find. Determine the credibility of the author/producer, accuracy of information, currency of information, and the purpose of the site. See the **Evaluating Internet Resources** user guide.

**Statistics** can strengthen your argument.

**Subject dictionaries** are focused on specific disciplines.

**U.S. Government documents** published reports by city, state, and federal agencies.