

# Research Worksheet

1. Select a topic: \_\_\_\_\_

2. Turn your topic into a title: \_\_\_\_\_

3. Prepare a preliminary outline:

I. Introduction

II. \_\_\_\_\_

III. \_\_\_\_\_

IV. \_\_\_\_\_

V. Conclusion

4. List known terminology:

Authors - \_\_\_\_\_

Titles - \_\_\_\_\_

Keywords - \_\_\_\_\_

Descriptors - \_\_\_\_\_

LC Subject Headings - \_\_\_\_\_

5. Get background information from general/specialized encyclopedias: OPAC query: Set Limits Location to Reference; Advanced Search for [topic] in Keyword Anywhere.

Use Sources to find other sources: Additional searchable access points gleaned from bibliographic records:

LC Subject Headings: \_\_\_\_\_

Authors: \_\_\_\_\_

Keywords/Descriptors: \_\_\_\_\_

Use Sources to find other sources: Additional terminology gleaned from encyclopedia articles:

Persons; article author: \_\_\_\_\_

Places: \_\_\_\_\_

Events: \_\_\_\_\_

Bibliography: (photocopy and attach) \_\_\_\_\_

Keywords: \_\_\_\_\_

6. Refocus topic: \_\_\_\_\_

Adjust Outline:

I. Introduction

II. \_\_\_\_\_

III. \_\_\_\_\_

IV. \_\_\_\_\_

V. Conclusion

7. Search the OPAC: use searchable access points from 4 & 5 above.

Use Sources to find other sources: Additional searchable access points gleaned from bibliographic records:

LC Subject Headings: \_\_\_\_\_

Authors: \_\_\_\_\_

Keywords/Descriptors: \_\_\_\_\_

8. Select appropriate periodical indexes: Library Web site – Indexes – Subject Lists

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Select appropriate online databases (may be same as indexes): Library Web site – Online Databases – Subject List.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Devise Boolean Search Strategies for each database: \_\_\_\_\_

Apply Limits peculiar to each database: \_\_\_\_\_

10. Select appropriate Web sites: Library Web site – Web Links – Subject List; or...

Internet Scout Report: <http://scout.cs.wisc.edu/about/>

BUBL Link: <http://bubl.ac.uk/link/>

The Digital Librarian: <http://www.digital-librarian.com>

INFOMINE: <http://infomine.ucr.edu/>

11. Use Sources to find other sources: Additional Searchable access points gleaned from each article, book, bibliographic record, Web site used:

Authors: \_\_\_\_\_

Persons: \_\_\_\_\_

Places: \_\_\_\_\_

Events: \_\_\_\_\_

Bibliographies; cited references: print off; photocopy and attach.

Keywords: \_\_\_\_\_

DDC numbers: \_\_\_\_\_

LC Subject Headings: \_\_\_\_\_

12. Evaluate each resource found (use “[Criteria for the Evaluation of Resources](#)” or “[Web Page Evaluation Worksheet](#)”)