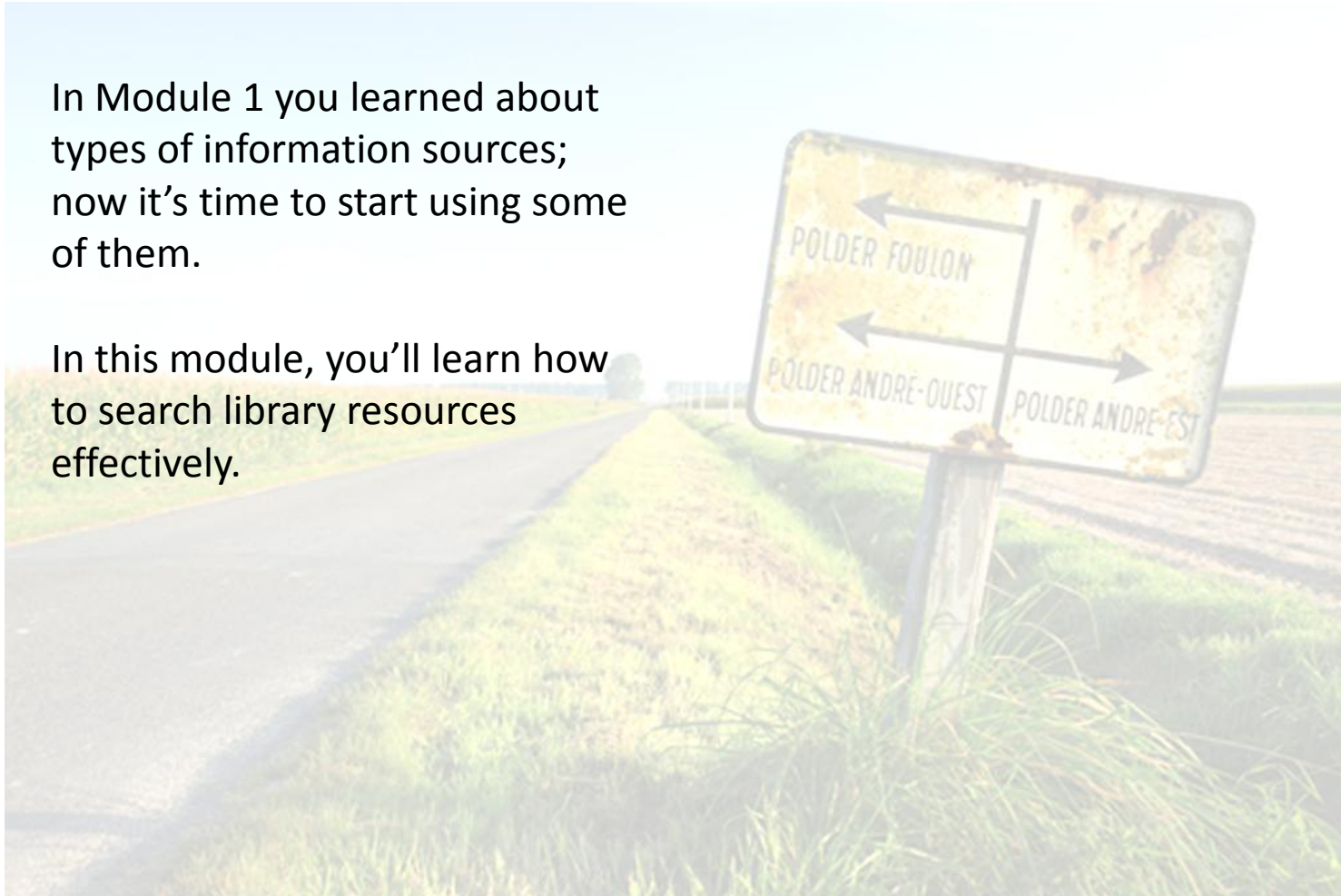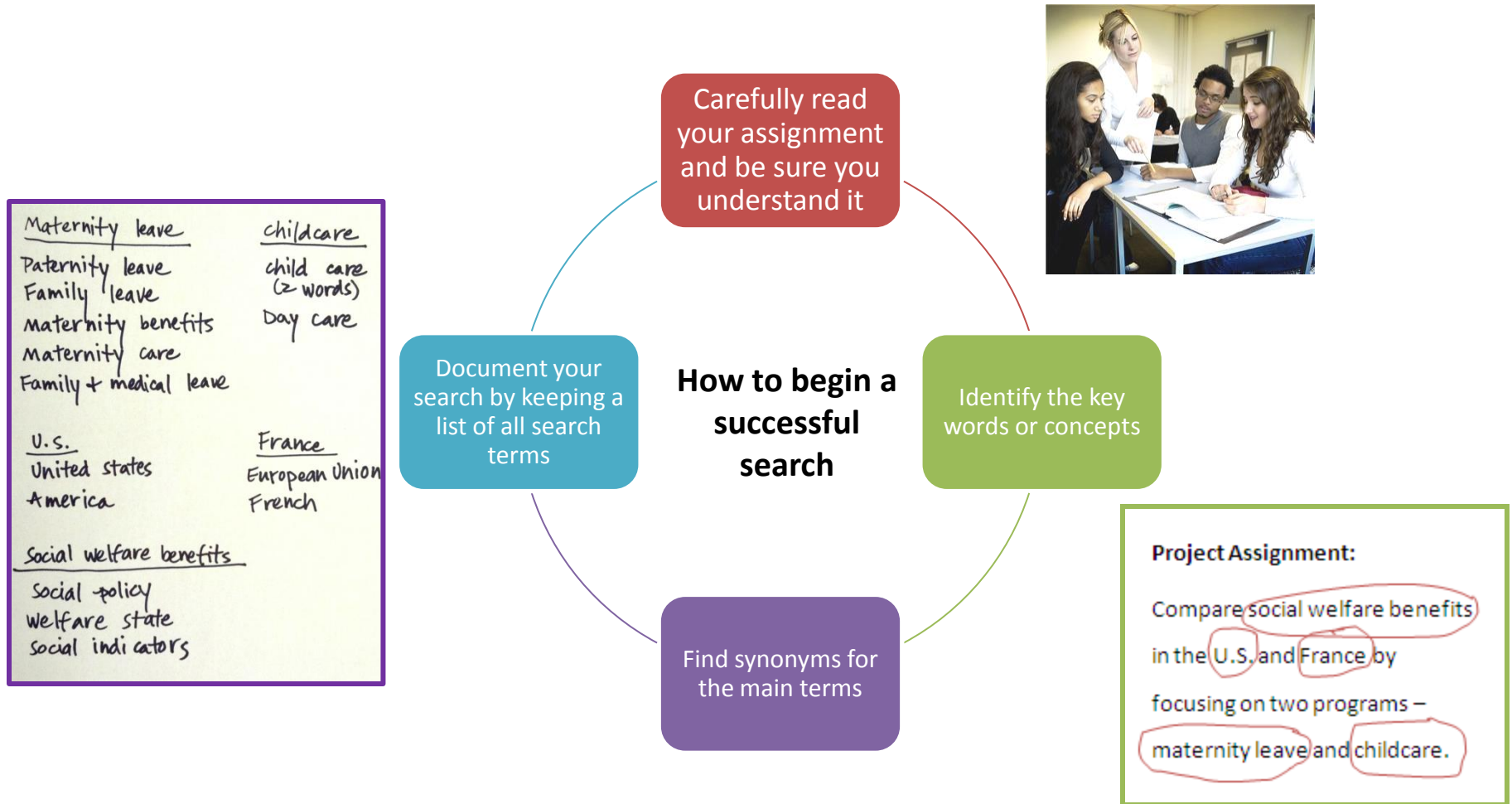# Module 2: Searching (Subhead:) Getting ready to search

In Module 1 you learned about types of information sources; now it's time to start using some of them.

In this module, you'll learn how to search library resources effectively.

Designing your search

Maternity leave   childcare
Paternity leave   child care
Family leave   (2 words)
maternity benefits   Day care
Maternity care
Family + medical leave

U.S.   France
United states   European Union
America   French

Social welfare benefits
Social policy
Welfare state
Social indicators

Carefully read your assignment and be sure you understand it

How to begin a successful search

Document your search by keeping a list of all search terms

Identify the key words or concepts

Find synonyms for the main terms

Project Assignment:

Compare social welfare benefits in the U.S. and France by focusing on two programs – maternity leave and childcare.

It's your turn to design a search

In a class or in the work world, you may have a project like the one listed below. Review it carefully and discuss it with your professor or your boss and your client, if appropriate, to ensure you have a successful project.

Project: You work in the marketing field. You have a client who is investigating launching a new green product and is interested in the characteristics of consumers who use such products. Roll your mouse over the key concepts.

[Sarah: Key concepts that should highlight on mouseover are "green product" and "characteristics of consumers." They highlight and then drop down to head columns into which students will drag appropriate terms from list below.]

What are some terms you might use when you begin your search? Move the terms that could be used in your search under the main concepts.

Green consumers	Organic Fair trade	Locally sourced	Environmentally friendly
Sustainable	Purchasing power	Customers	Buying power Recycled
Mass-produced	Emerging markets	Eco-conscious	Ethical shopping
Petroleum products	Developing markets	Bargain shoppers	Technology

green products
fair trade
organic
locally sourced
environmentally friendly
sustainable
recycled

consumer characteristics
green consumers
purchasing power
customers
buyers
income demographics
eco-conscious
ethical shopping

Remember that there may be other good search terms that we haven't listed here.

[Sarah: the columns won't be populated until the student drags them over. The terms in the cloud should all be draggable, except for these terms: mass-produced, emerging markets, developing markets, bargain shoppers, technology, petroleum products]

Brainstorm a concept map

- Sometimes a visual or concept map can also help you brainstorm search terms.
- Additionally, it might help you develop an outline for your project.

Here's a sample concept map for the following psychology project:

Examine the psychological causes and effects of bullying among adolescents.
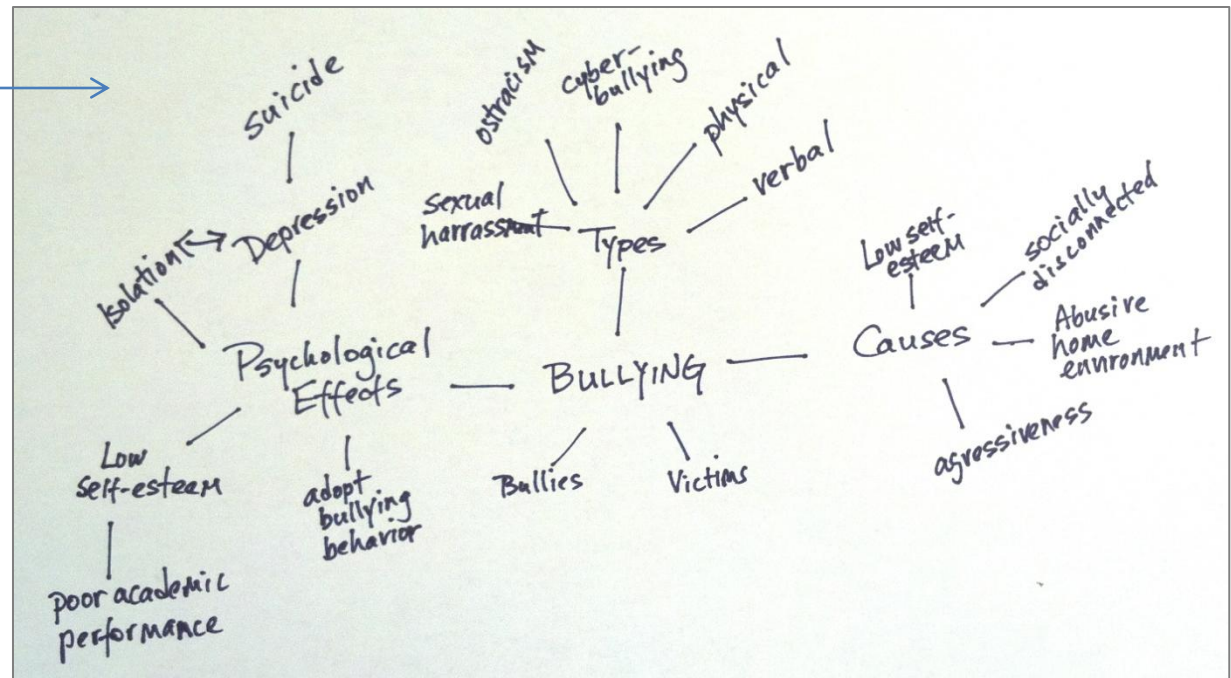
Once you've considered the search terms you'll use, you're ready to try them out in a search. But where will you start?

Your first stop might be Google, and you might have some success there, but remember…

Search terms
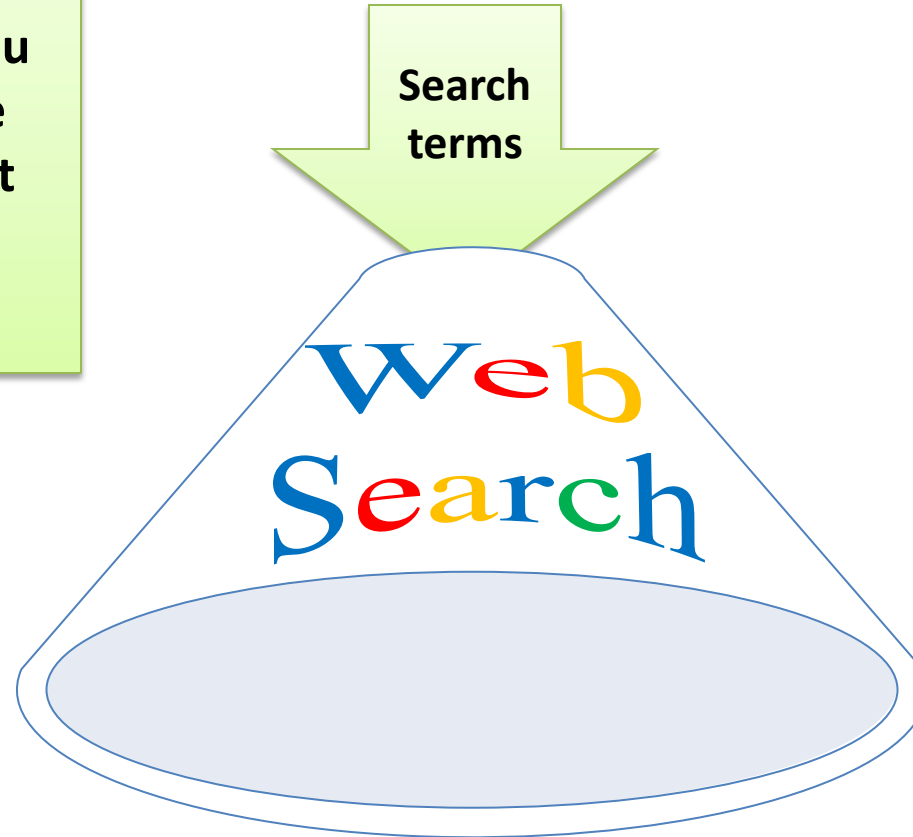
Web Search

You'll get millions of results to sort through, many of which will not be helpful.

Search terms

Web Search

The Web is not organized , filtered, or reviewed.

The most useful results may not appear on the top of the Google results list.

The sources you find may not be authoritative, since anyone can post a web page.

Going beyond Google

Google sometimes *is* the fastest, easiest way to the information you need – think about movie listings or sports scores – but it might not meet your needs for academic projects.

- There *are* ways you can use Google successfully in your academic work, such as Google Scholar, and we'll discuss that in the next module.
- But if not Google, where *should* you start your search?

Using library resources

The place to start your search is the Library's web site. You'll find thousands of online and print resources that have been selected by the Menlo librarians to support your classes and assignments.

You won't find most of our resources on Google or the Web because our subscriptions are available only to the Menlo community.
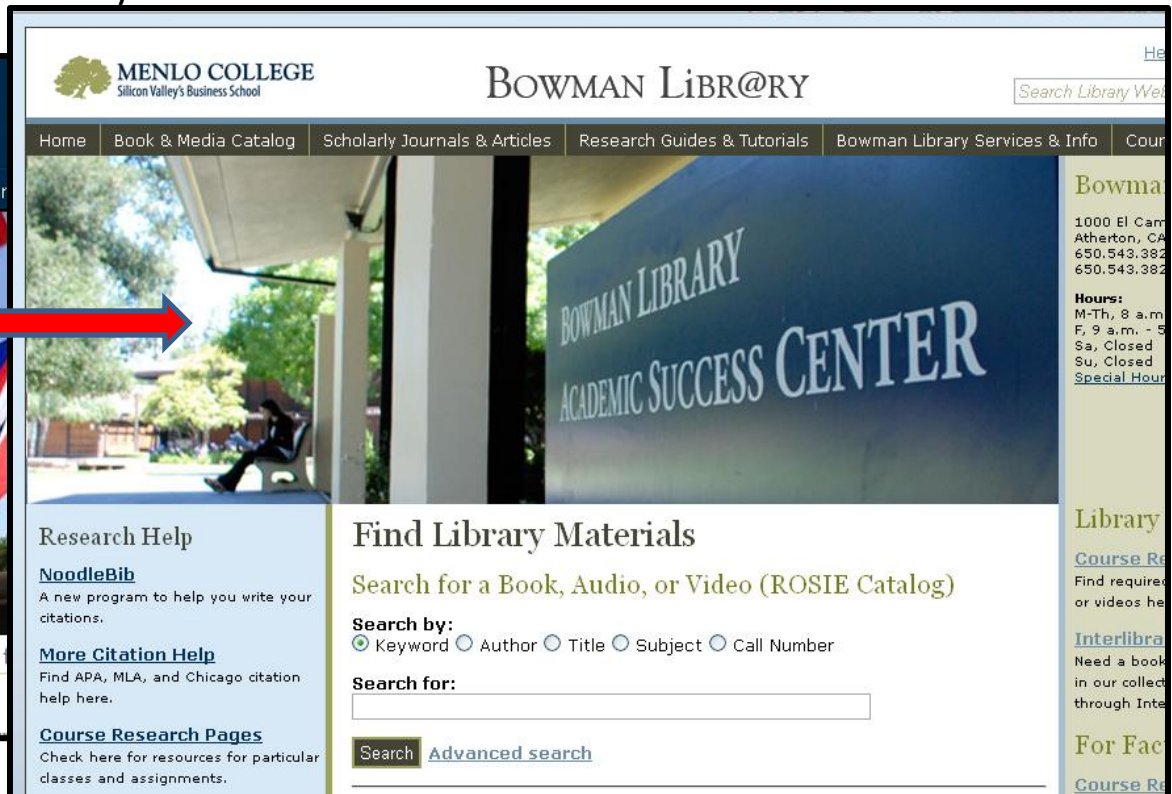
Using library resources

When you need books and e-books, you can find them in our catalog; when you need articles, you can find them in our databases.

And when you need to know if the Library subscribes to a particular magazine, journal, or newspaper, you can use the Journal Finder to search by title. It will tell you if the publication is available on our shelves or in our databases.

So what *is* a database?

- You'll hear the word "database" a lot when using library resources, so let's be sure you know what they are.
- Databases are searchable collections of information. You already use them when you search for songs in iTunes, for friends in Facebook, and for books in Amazon.

- Most databases rely on similar methods of searching, so while the databases themselves may look different, once you have mastered one, it's much easier to learn how to search others.

Library catalog

The Library catalog is one database you'll be using. It's the place to find print books, e-books, dvds, cds, print magazines, and print journals.

- You won't find individual articles here, however. You'll have to search one of the Library's subscription databases for those.
- Let's take a look at how to search the Bowman Library catalog.

Searching the catalog

- Video of searching the library catalog goes here

Recap of what you've learned

Now that you've completed this module, you should be able to:

- Design a search based on the requirements of your project
- Identify relevant search terms
- Understand the function of databases
- Use the library catalog

In the next module, we'll continue to focus on searching and look at the Library's article databases.

Quiz for Module 2

Quiz goes here. Will need instructions on taking quiz and submitting results.