3. Location and Access

Key Word Searching
You may find it helpful to make a list of the key words that will help you find the information you need about your research topic. They are called "key words" because they can "unlock" the doors that will lead you to useful information.

When will I use them?
You will use them when searching through books (using indexes) and through electronic sources (using search screens in online reference sources or search tools such as search engines or directories).

Why do I need to do it?
If you have good key words, you'll find the kind of information you want faster.

What are "good key words"?
Good key words are the important words or short phrases that specifically describe your topic and closely related topics.

Using Non Fiction Texts

How is the information in the source organised? Look for the index, glossary and table of contents.
Is it in alphabetical order like a dictionary or encyclopaedia?
Or is there an index or table of contents you can use to find the pages you need?

How will I know what to look for in the sources? Go back to your list of key words or key phrases. These are the words you will use to look up information in the sources.

When using books look at the index at the back of the book or table of contents at the front of the book for your topic and keywords. When using Encyclopedias use the index volume (usually the last volume in the set) for the topic and keywords.

Nonfiction books are organized according to the Dewey Decimal System, which classifies information using the following call numbers:

<table>
<thead>
<tr>
<th>000-099 General Works</th>
<th>500-599 Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-199 Philosophy</td>
<td>600-699 Technology</td>
</tr>
<tr>
<td>200-299 Religion</td>
<td>700-799 Fine Arts/Recreation</td>
</tr>
<tr>
<td>300-399 Social Sciences</td>
<td>800-899 Literature</td>
</tr>
<tr>
<td>400-499 Language</td>
<td>900-999 History/Geography</td>
</tr>
</tbody>
</table>
DATABASES that the College subscribes to is accessed via LibGuides through locating the Database TAB from the homepage.

Reference Web sites that are subscribed to by our library are available through LibGuides (such as Gale, Worldbook Online, etc.) To use these databases type either your topic or keywords in the search box. Try keywords separately and some together. Check the process for each database when you are using them.

FINDING INFORMATION ONLINE

Online resources are numerous and can at times be overwhelming. At Mount Lilydale Mercy College we offer LibGuides a "web 2.0 content management and library knowledge sharing system for sharing resources, content and knowledge collaboratively amongst our college community. The goal of LibGuides is to use Web 2.0 technology to learn, gather, combine and organize information to better serve the school community. We encourage our users to start with LibGuides before searching the web through Google to ensure that students research has been directed with quality resources. However, students do need to know how to search the web and there are search operators which will assist.

Advanced Search Operators in Google

Google Advanced Search
www.google.com/advanced_search

Using the advanced search features on Google Search would greatly improve the efficiency and effectiveness of the search process for all users. There are free online course that will demonstrate both the advanced features now available on Google Search and give practical examples of how to use them.

Google Scholar
scholar.google.com/scholar

Google Scholar provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites. Google Scholar helps you find relevant work across the world of scholarly research.

Search within a site or domain

Get results only from certain sites or domains. For example, you can find all mentions of olympics.gov websites. E.g. olympics.gov

Use Search Tools in Google

[Google Search Tools]

Web Images Maps News Videos More Search tools

Country: Australia Any time All results Clear

Google
www.google.com.au/ Offers the choice of searching the whole web or web pages from Australia. Also advanced search, image and groups search, news and directory from the Open...