

TIME SAVING RESEARCH TIPS, STRATEGIES, AND SERVICES

LIBRARY SERVICES

Web Site

<http://www.library.ucsb.edu/>

UCSB Library Collection Specialists

<http://www.library.ucsb.edu/internal/collman/colspec.html>

Help by Subject

<http://www.library.ucsb.edu/subjects/index.html>

Off-Campus Login

<https://proxy.library.ucsb.edu:9443/login>

Interlibrary Loan Forms

<http://www.library.ucsb.edu/depts/access/ill.html>

RESEARCH TIPS AND STRATEGIES

- Consult the librarian on duty at the reference desk. We work across the disciplines, will refer you if necessary, and can help track down sources, explain library services, interpret citations and find the most useful keywords.
- When keyword searching, use key words that best describe your topic. What words or phrases best describe your topic? People, places themes, characters, time periods, events, issues and more can be key words. For locating primary source material, consider these keywords: *sources, documents, personal narrative, documentary history, archives, manuscripts, correspondence, speech*, oration, statistics, cartoon*, interview**.
- Evaluate your search results. If you don't see related materials in the top 10-20 items of your search results, reconstruct your search using alternative keywords, synonyms, narrower terms, more terms, etc. The goal is to get a small group of relevant records.
- Note the citation/source information (journal title, volume #, issue #, and date) before leaving the database, even if just to go to another window. The citation is the most important information in the database record and is required to locate the article text, online or in print.
- In the library, like materials are shelved together. When looking for a particular book on the shelf, also scope out what's shelved next to it. Books and back issues of periodicals are inter-filed on the shelves in call number order.
- Raid bibliographies. Books and articles have bibliographies and references. Use them so you don't have to spend hours database searching.