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## ☆ Big 6 Step 3 - Location and Access

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### Big 6 Step 3 - Location and Access

In Step Two, you looked at a variety of different places that you could go to search for information. In this Step, you figure out how best to search for what you need in those locations, and actually go start visiting these resources.

#### Information Location #1 - Books

To find a book in your library, click on the appropriate link:

[West High Catalog](#) [East High Catalog](#)

If you aren't sure how to find a book in the card catalog, [this tutorial](#) will walk you through the process.

If you are a member of the Southeast Steuben Library located in Corning, you can also access books through their [catalog](#) .

You might also want to check out [Google Books](#) . [Google Books](#) has excerpts from thousands and thousands of books - not the whole thing, but enough that you might be able to see if the book will be helpful. If the book isn't at one of the Corning libraries, your librarian or English teacher can help you see if we can get a copy for you on interlibrary loan. [Amazon.com](#) might also help you to locate interesting books (some of which you might be able to preview via Google Books).

#### Information Location #2: Electronic Databases:

Step Two discussed what databases are. Now, let's investigate what databases we have access to, and how to search around.

All students of the Corning-Painted Post schools have access to the databases through the database link on the [West](#) and [East](#) school library websites. If you access the databases at school, you will be able to get right into them. If you access them from home, you will need a login and password. Your librarian will be able to supply you with that information. The databases are all arranged a little differently, but once you become familiar with the process of searching through one or two of them, you will be able to find your way through all of them. Tutorials for a few of them are located below:

- ProQuest - video tutorial or handout
- Facts on File - video tutorial or handout
- SIRS General Knowledge Source - video tutorial or handout
- [Gale](#) - The links below will take you to tutorials and tips on different databases you have access to through Gale. They are a little involved, but should help you get through any problems:

#### Databases on the school library pages:

- **Academic OneFile** - OneFile is a pretty comprehensive general knowledge database, with information on a lot of different topics.

- **SIRS General Knowledge Source** - This is good source for articles on humanities issues - social, political and historical topics.

- **Congressional Quarterly Research** - This is where you will find information on current controversial issues. \* This is a good place to start looking for information for senior research projects.

- **Facts on File, Issues and Controversies on File, Issues in American History** - These databases will provide information on controversial issues, both current and historical controversies.

- **First Search** - A good general knowledge database.

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Research Paper Requirements

Big 6 Overview

- Step 1 - Task Definition
- Step 2 - Information Seeking Strategies
- Step 3 - Location and Access
- Step 4 - Use of Information
- Step 5 - Synthesis
- Step 6 - Evaluation

Works Cited Pages, Citations and MLA Style

Research Links (also in Step 3)

- **Health and Wellness** - a database for articles related to health, wellness and medical issues.

- **Business and Company Resource** - Utilize this database if you are looking for information on the investment record, practices or history of a particular company.

- **Gale's Literature Resource Center** - In this database, you will be able to find information about different works of literature, genres, literary criticism and authors.

- **Twayne Authors' Series - Twayne World, English and US Authors** - Here you will find full-text articles on several hundred different authors and their works.

The Southeast Steuben Library in Corning also provides access to several [databases](#). You do need your library card number to access them. Remember - you are all eligible for a library card, and it won't take you long to get one!

Another place that you can go to find databases is [NOVEL NY](#) - the New York Online Virtual Electronic Library. You need a New York State driver's license number to access this site (you can use a parent's or sibling's if you don't have a license yet), but this site gives every resident of New York access to several different databases. They have a couple of very thorough newspaper databases, which could be helpful if you're looking for very current information for your paper.

[Greater Southern Tier BOCES](#) also offers several databases. One good thing about this page is it gives you access to a lot of databases that are discussed here, all put together in one place. Note: some of these resources may not work from home, so you may need to budget some time to work with them at school.

Remember: You can get onto some of these resources from school without passwords or logins, but from home you will need this information to log in. Your teacher or librarian can provide you with the logins and passwords.

### **Information Location #3 - The Internet**

Everyone searches on the internet. But there are many things that you can do to make your search more successful.

The first thing that you need to learn to do to have successful internet searches is to learn how to choose your keywords. This [handout](#) will help you to practice that skill.

Secondly, it is important to reach beyond Google. There's all kinds of other pages and search engines and sources that will help you find the information you need. An annotated list of some of these sources is below:

- [Bing.com](#) - This is the microsoft search engine. It tends to pick up on a lot of less-trafficked, but sometimes more scholarly, sites than Google. You have to do a basic search, then you get access to the advanced search options.
- [Yahoo.com](#) - Utilize the advanced search option, and the related search terms that come up to find more sources that might be helpful
- [Visual Search Engines](#) - This article provides links to a variety of visual search engines. Explore these engines and see which ones appeal to you. Some of these engines create mind maps of related sites, some show you the front page of sites so you can see how they're set up before you go to them, and others organize information in other visual ways. If you learn better by seeing, these sites may be for you.
- **Portals** - Portal sites are sites that collect links to different sites that all have information on a particular topic. You can try searching for one, just by searching for your topic and the word portal. Sites like [procon.org](#) have links to several different portals on different controversial topics.
- [Yippy.com](#) - After you search on this site, it breaks up the sites it finds into groups of related topics (they call the groups "clouds"). This page also allows you to preview the front page of a site without leaving the search engine page.
- **IMPORTANT NOTE** - Not all websites are created equal. There are certain standards that a website should reach in order to be considered as one of your sources. It should have a clearly indicated author (sometimes it's the page of a major association or organization - that counts), it should have copyright dates, and it should have a page that shows links to other sites or works where they got their information, or, at the very least, should clearly refer to books, authors, studies or research within the text of the pages. If these three things aren't ALL present, no matter how great it seems, it just isn't a credible, reliable source, and you can't use it. So, look for all of these things first, before you spend a lot of time reading over a site and getting frustrated when you can't use it.

## Assignments and Exercises



[Refining Keywords Chart.doc](#) - This assignment will help you to learn to brainstorm different

keywords for your searches, and to get into the habit of thinking about keywords *before* you begin searching.



[Search Log.doc](#) - This exercise requires you to chart your progress researching, and to stop

and reflect and evaluate on your technique, and plan your next steps. The file contains a sample chart, to help demonstrate what is required and to show some advanced search techniques.

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