
This handout is on the “Courses and Programs” tab. Be sure to find the right course by number and instructor.

Library Home Page: [http://library.csueastbay.edu](http://library.csueastbay.edu)

- **Principles**
  - Why you should stick to your topic: don’t give up too soon; get help
  - The goal of searching: to identify what you need and keep away what you don’t need
  - Searching:
    - from broad to narrow
    - look for information
    - look for clues
    - understand how Boolean operators (AND, OR, NOT) work
  - A platform vs. a database: the platform’s the floor—the database is the content that sits on top of it
  - Access from the local to the farther afield: look at CSUEB first, then in LINK+ for books or Interlibrary Loan for articles

- **Databases**
  - “Subject Guides” tab
  - Databases A-Z on the left navigation bar
  - Some key databases
    - Opposing Viewpoints in Context
    - CQ Researcher
    - ProQuest Newsstand
    - Academic Search Complete
  - Search tips
    - Limit by date to narrow results
    - Limit by place to narrow results
    - Add a search term if your results are too many
    - Remove a search term if your results are too few
    - Use “quotation marks” around a phrase to keep words together
    - Try a different search term
    - Try a different database

- **Google Scholar**
  - Link to Cal State East Bay: Settings/Library Links/enter library
    - Cal State East Bay
    - California State University, East Bay

- **Library Catalog**
  - Books
  - Media
  - Government documents
• **Citation**
  - [http://csueastbay.libguides.com/citation](http://csueastbay.libguides.com/citation)
    - Tutorials on the tab
  - Bibliographic information vs. Access information
    - Bibliographic information is the author, title, publication information and other details about the item itself
    - Access information is where you found it—the information you need to include varies from citation format to citation format
  - For articles, start with the citations in the databases
  - For books and media, start with WorldCat ([http://www.worldcat.org](http://www.worldcat.org))
  - For websites, look for the bibliographic information and add the access information
  - For style manuals, ask at the Reference Desk

• **Library Help**
  - Ask us – reference desk, phone, email, 24/7 chat