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)

Library Help: Ask us – reference desk, phone, email, 24/7 chat

**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
- Search:
  - from broad to narrow
  - look for information AND look for clues
  - understand Boolean operators (AND, OR, NOT)
- A platform vs. a database: the platform’s the floor—the database is the content 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**
[http://scholar.google.com](http://scholar.google.com)
Link to Cal State East Bay: Settings/Library Links/enter library
  - Cal State East Bay
  - California State University, East Bay

**Government information**
- Federal web site: [http://www.usa.gov](http://www.usa.gov)
- California web site: [http://www.ca.gov](http://www.ca.gov)
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

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