   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

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:
      o from broad to narrow
      o look for information AND look for clues
      o 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 (until May 26—CSU+ starts on July 10) or Interlibrary Loan for articles.

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

Google Scholar
   http://scholar.google.com
   Link to Cal State East Bay:  Settings/Library Links/enter library
      o Cal State East Bay
      o California State University, East Bay

Government information
   • Federal web site:  http://www.usa.gov
   • California web site:  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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