This handout is at https://library.csueastbay.edu/english/courses

http://library.csueastbay.edu

HOURS

Help

In person (reference desk; see hours)  24/7 chat (click the “24/7 chat” link; then “Go to 24/7 Chat”)

Phone (click “Phone” and pick your number)  Email (click “email” and send a message)

Center “Search Box” with One Search, Books, Articles, Subject Guides

One Search searches many of our resources, but not all. Enter any search term and get many results (rather like Google). It’s useful if you know the exact item you want, but not always useful if you want to find information on a topic.

Books searches the library catalog for print books, electronic books, government documents, juvenile books, reference books, video and audio titles. If we don’t have a book you want, you can sometimes get it from another CSU library through CSU+ or Interlibrary Loan

Articles searches many of the databases all at one time, but not all of them, so if you need a database that isn’t included, you have to know that in advance and search it separately.

Subject guides lists subjects by department, e.g., English or Art
Key “Quick Links”

You have a Library Account. You sign in through the library catalog with your netID and password to find out what books you checked out, use e-books at home, ask for a CSU+ book, or use Interlibrary Loan.

If you sign in on a public computer, be sure to sign out before you leave. You don’t want others seeing your record or checking books out in your name.

Principles of Searching

1. You want to find information for your project and keep out the “noise,” that is, things that don’t belong.

2. You want information, but you should also look for clues—words or phrases or names or organizations that are in your results. You can use them as search terms if you need to find more information.

3. Getting more results is not always helpful. It’s better to get fewer results that are exactly what you need than get hundreds of results that don’t fit. Often, the motto to remember is “less is best.”

4. If you get no results, don’t panic—try other words, take out your least important word and see if anything shows up. Get help from a librarian.

Useful Places to Search for This Class’ Project

- ProQuest News (includes Ethnic NewsWatch)
- Opposing Viewpoints in Context
- CQ Researcher
- Academic Search Complete

Note: Databases A-Z Lists our 127 databases and you can click on the one you want to search. To figure out which one you want, use the subject guides.

See ESL web reviews: https://sites.google.com/site/tesolcsueb/bibliography/web-evaluations

Citation (Citation libguide: http://library.csueastbay.edu/citation)

- For books, use http://worldcat.org.
- For articles, use the cite and email features in the databases.
- For web sites, create your citation from scratch.
- APA & MLA handbooks are at the reference desk