Library Guide for Geography/Environmental Studies:
http://csueastbay.libguides.com/geog
You'll find a copy of this handout under the “Courses” tab.

Help

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<th>In person (reference desk; see hours)</th>
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**Principles:**

- **search from the broad to the narrow**
- when you search, **look for information and also look for clues** to terms you might use for other ways to search
- **the goal of searching is to find the results that best fit your query and keep out as much of the “noise” (or results you don’t want) as possible.** Usually, this means “less is best.” It’s better to have 100 results that are on topic than 200,000 results that are all over the place.
- a **database is the “content” you want to search.** It sits on a “platform,” often along with a whole bunch of databases. For example, EBSCOhost is a platform, like the floor of a room. Academic Search Complete is one database that sits on top of the platform (or floor) and if you click on “choose databases,” you’ll see a whole bunch of other databases that sit on the platform as well.
- **Boolean Operators:** AND, OR, NOT help you structure your search
- **access from the local to the farther afield:** look for your book or article at Cal State East Bay. If we don’t have it, try CSU+ to see if you can borrow the book you want from another CSU library and Interlibrary Loan to see if you can borrow the article you want from another library. If CSU+ doesn’t have your book, you can try Interlibrary Loan for the book, too.

“**Subject Guides**” (Remember: even if you are in a Geography class, the topic you pick determines the subject area to consult; another key subject guide might be Geology, which includes Environmental Science)

- **general databases:** Academic Search Complete (all subjects); ProQuest News (newspapers); CQ Researcher (any topic of interest to the government); Opposing Viewpoints in Context (controversial issues; multiple points of view)

**Subject databases by topic areas (in addition to the above)**

- Use the subject guide to identify the best options

**Subject databases by topics (in addition to the above general databases)**

- **Education:** Education Research Complete, ERIC, and, depending on the topic, PsycArticles, PsycInfo
- **Business:** Business Source Premier, ABI/Inform
- **Healthcare:** CINAHL, GreenFile, PubMed, PsycArticles, PsycInfo, Social Services Abstracts, Sociological Abstracts
- **Government and/or Politics:** Political Science Abstracts, Ethnic Newswatch
- **Housing:** GreenFile, Sociological Abstracts, Social Services Abstracts
- **Language:** Linguistics and Language Behavior Abstracts
- **Media:** Communication and Mass Media Complete, PsycArticles, PsycInfo, Ethnic Newswatch (searchable separately or through ProQuest News)
Library catalog

The catalog lists our books, government documents, print periodicals (although most are online and found through the databases), media (videos, CDs, etc.), and our library reserves.

When searching for subjects in the catalog, begin with a “keyword” search. Once you find something that’s a good fit for your topic, click on the live link to go to the full record and click on the “subject” heading to find more relevant items through the subject index.

Journal Search (formerly Periodical Locator)

Search this for journal titles and click through to find out if we have the journal, which database provides it, and what coverage is offered (which may vary if the journal is available on multiple platforms).

Google Scholar: [http://scholar.google.com](http://scholar.google.com)

Link Google Scholar to our library from your computer. To do this, go to the home page, click “settings” (upper right of the screen or a small square with three horizontal lines), click “library links,” search for Cal State East Bay and also California State University, East Bay and make sure they are linked. That way you can click through to the full text, if you find a result that is available through our library. (Also see separate handout.)

Statistics

- federal: [http://www.usa.gov](http://www.usa.gov)
- California: [http://www.ca.gov](http://www.ca.gov)

You can also search individual departments of the government, e.g., NOAA, but I’ve found that you get good results if you use the national or state sites. Further, at this time, with so many U.S. departments “up and down” with websites, twitter feeds, and so on, the national site is your best option.

Access

- Books
  - book stacks—get a map at the reference desk and go to the shelves to find your book
  - e-books—click on the link to open the e-book (you will need your net ID/password if you are off campus)
  - media—at the reserve desk on the Upper Mall
Aline Soules
aline.soules@csueastbay.edu

- if your book is not listed in our catalog, look for other CSU libraries and see if you can borrow a copy from one of them. If not, use Interlibrary Loan

- Articles
  - click through to full text, when available
  - click SFX or “Find text” or various equivalents to see if we have the full text in another place
  - If the SFX screen says we don’t have the article, click on Interlibrary Loan (ILL/ILLiad) to ask for the article from another library.

**Citation**

Library Guide for Citation: [http://csueastbay.libguides.com/citation](http://csueastbay.libguides.com/citation)

Citations are often available in databases and other sources, and they are great “starts,” but you still have to verify your citations in MLA or APA or whatever format you use. My advice is *not* to use services such as BibCite, which simply provide you with GIGO (garbage in, garbage out). If you want a citation service, explore Zotero ([http://www.zotero.org](http://www.zotero.org)), which is best used on the Firefox platform.

- grab citations when you’re in a database
- search for book citations in WorldCat, [http://www.worldcat.org](http://www.worldcat.org) (don’t copy and paste from the library catalog because the information is not formatted in a citation format)
- formulate citations by consulting the MLA or APA style books behind the reference desk

**Ask Us (Help)**

Reference Desk
email, telephone, Chat (24/7)
Individual consultation—email [aline.soules@csueastbay.edu](mailto:aline.soules@csueastbay.edu) for an appointment