



Seven Steps to Research

An introduction for
Cerro Coso Community College
Nancy Williard, Adj. Librarian

The instructor says you have to do a research paper!
You go on



and find that your topic – memory – has given you:

About 531,000,000 results (0.19 seconds)

You go to the Cerro Coso Learning Resource Center on
Campus or online at :

<http://www.cerrocoso.edu/lrc/>

But you are not sure what to click on and you don't
have your Student ID number @00000000!


You visit your public library but....

What do you do?



Solutions:

- Take Introduction to Library Research and Bibliography IC C075
 - Review the Cerro Coso LRC –online resources
 - Visit the Cerro Coso College Library near you
 - Ridgecrest – Call CCCC LRC (760) 382-6132
 - Visit your local public library

 - Then follow the Seven Steps to Research!
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From Chaos to Order



1. Identify and develop your topic.
2. Find background information.
3. Use library catalogs to find books or media.
4. Use indexes and databases to find articles.
5. Find Internet and media resources.
6. Evaluate what you find.
7. Cite what you find using a standard format (MLA or APA).

These are your Seven Steps to Research.

First things first


- To find your student number:

- Logon to



- You will need your user ID and your PIN.
- Look under personal information.
- View your Student/Employee ID
- Write it down – it will start with an @ and have eight numbers.
- Put it where you won't lose it – in your wallet.

Identify and develop your topic.

- Your topic should be a question that doesn't have a yes or no answer.
 - Check your topic by looking in a library catalog or using a search engine.
 - Add or subtract from your topic – time, place, other descriptive words.
 - Use synonyms or other terms to increase or decrease the number of hits you get.
 - You want to be realistic about how much you will write. A 5-7 page paper is not a book. Keep notes!
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Find Background Information

- Look under Background Information online LRC
- Britannica Online
- Grolier Online
- Use – “Ask a Librarian” for bibliographies or topic help.
- Visit a library – see print resources and ask for assistance.
- Have your topic question ready!
- Look under Online Resources on the library web page
- Ask the librarian
- Visit the reference collection for print resources and assistance.

CCCC- LRC online

Public Libraries

Use catalogs to find books and media

- Go to CC Library Catalog
- To use my account you need your @ student number
- Use the Help Menu
- Use all the variables
- Go to your local college library
- Go to Card Catalog
- Ask the librarian
- Ask about ILL requests (Library Services)
- Review the online library services in your area

CCCC – LRC Online

Public Libraries

Use Indexes and Databases for Articles – *Ask for assistance at the LRC*

- Go back to LRC – Indexes
- Use your @number!
- Note General Indexes or Subject Indexes
- Indexes point the way
- Databases provide articles
- Stay focused on your topic!
- Ask the librarian
- Look at the library web page
- Use the reference collection
- Take notes!
- Stay focused on your topic!

CCCC - LRC Online

Public Libraries

Find Internet Resources

- Go to LRC – Internet Resources
- Try Bare Bones 101 under Tutorials
- Try the different search engines!
- Use websites by subject!
- Ask for help.
- Check Google Scholar
- Check libraries in other colleges, universities and large cities – there are usually some free resources
- Check scholarly sites listed in your text
- Ask your professor for reliable online sources

CCCC – LRC Online

LRC and Libraries

Beware! Google and Wikipedia!

- Google
 - Your input is key
 - Too many citations
 - Unevaluated citations
 - Not based on credentials
 - Often errors in spelling, grammar, facts ...
 - Citations by frequency of keyword hits and links not by usefulness to research
 - Useful for a quick general search only
- Wikipedia
 - Anyone can add information
 - No academic review
 - Incomplete information
 - Lack of citations
 - Material may be slanted
 - Material may be out of date
 - Useful for a popular overview only

Basic Search Engines

Online Reference Sites

The Good Google

- Google Earth
- Google Calendar
- Google Scholar
- Google Docs
- Google Sketchup
- Google Books
- Google News Archive Search
- See <http://www.google.com/intl/en/options/>



Evaluate What You Find

- Authority
- Content
- Accuracy
- Currency
- Appropriateness



This is the heart of your research effort. Take “Introduction to Library Research” IC C075 for details. Citation help for MLA Standard (Modern Language Association) and more.

Cite what you find in standard format.

Citation formats:

MLA (Modern Language Association)


<http://www.mla.org/>

APA (American Psychological Association)

<http://www.apastyle.org/>

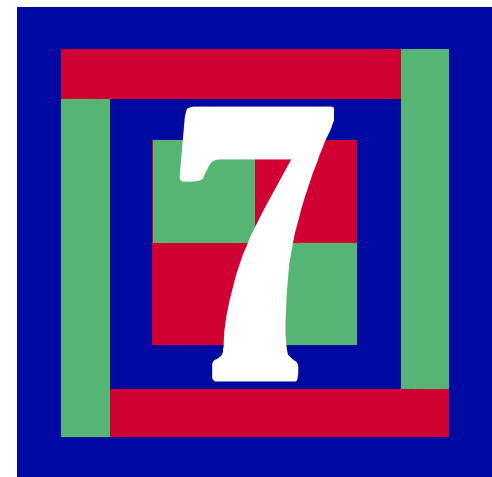
[http://www.youtube.com/watch?v=22C
PQoLE4U0](http://www.youtube.com/watch?v=22C
PQoLE4U0)

By David Taylor (peakdavid) MLA 7th
Edition



REMEMBER – 7 Steps

1. Identify and develop your **topic**.
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Ask A Librarian – 24/7 chat

Live Online Reference

- At the conclusion of the session, a complete transcript, including all chat and links to Web sites visited will be emailed to you. If you do not have an email address, or do not wish to have a transcript sent to you, you may leave that field blank.
- If you are using **Internet Explorer, Mozilla Firefox, Chrome or Safari**, and have “session cookies” enabled in your browser, the librarian should be able to take you to various Web sites to show you the answers. We will be able to “chat” with you in real time and send you Web pages via your browser during the session.
- If you are a MAC user we will be able to send you web pages, but you will not be able to take us to other websites during the session.
- We are prepared to answer reference questions and provide brief information about your local library. The normal session is less than 15 minutes. The librarian can either give you the answer, or show you how to find the answer yourself next time, if you like.
- <http://www.cerrocoso.edu/lrc/>