Define the subject.

Limit the subject as much as possible without removing relevant information.

Create a list of search terms and their synonyms.

Determine the correct vehicle to use:

**Books and Audio/Visual Materials**
- Good place to begin—for background information or reducing the scope of a topic.
- More comprehensive description of subject.
- Not as current as other media.
- Online Catalog available at [http://library.devry.edu/cgi-bin/Pwebrecon.cgi?PAGE=sbSearch&SL=B&LOCA=Tinley+Park%7C20&PAGE=sbSearch&DB=local](http://library.devry.edu/cgi-bin/Pwebrecon.cgi?PAGE=sbSearch&SL=B&LOCA=Tinley+Park%7C20&PAGE=sbSearch&DB=local).
- Can search WorldCat (in FirstSearch databases) for libraries that own a particular document.
- Can search the Suburban Library System Catalog (SWAN) for libraries that own a particular document at [http://swan.mls.lib.il.us/](http://swan.mls.lib.il.us/).
- Can search the I-Share Catalog at [https://i-share.carli.illinois.edu/ilcso/cgi-bin/welcome](https://i-share.carli.illinois.edu/ilcso/cgi-bin/welcome).
- If we do not own a copy of a document in Tinley Park, you can request it through Inter-Library Loan. Ask me for details.

**Periodicals (Journals, Magazines, Newspapers)**
- More current, more specific information.
- Not as comprehensive as other sources.
- Periodical databases on the Internet

**Internet Sources**
- Use Subject Directories (Ask Jeeves, LookSmart, Yahoo) for common or general information or
- Use Search Engines (AltaVista, Google, Northern Light) for esoteric, more complex information
- Use a Media-Specific Search Engine (Ditto.com, Scour) if a specific medium is required.

Maintain a file of the search strategies used, which search engines employed, and the value of the results from each.

Use the knowledge you have acquired in other subject areas to help you with your searching.

Poor research leads to poor conclusions.

USE MORE THAN ONE SEARCH ENGINE TO SEARCH.

Paul Burden
Director, Library Services
(708) 342-3360
pburden@devry.edu