## Research Tips: Quick Reference Sheet

## Library: Ten Broeck Academy, 7-12

## Mrs. Brisky, School Library Media Specialist

**The Big 6TM – process model for research**

1. Task Definition – *define the information problem*
2. **Information Seeking Strategies *– select the best sources***
3. **Location and Access – *find information within these sources***
4. Use of Information *– extract relevant information*
5. Synthesis – *organize and present information*
6. Evaluation *– judge the product and process for effectiveness and efficiency\**

\*obtained from <http://big6.com/>

### 2. Information Seeking Strategies

Google is **NOT** your friend! Our databases are easy to use and accessible from any computer, laptop, iPad, or other mobile device. Most of all, you can trust the information that you find there!

**Using the databases:**

1. Open the school webpage in your browser
2. Hover on Ten Broeck Academy and choose “Library”
3. Click on databases – they will be listed by topic
4. Choose a database that fits your topic of study (e.g. if your topic is the Civil War, try the databases under the History/Geography heading)
5. Log in once **- username: franklinvillehs, password: blue.** After you enter this one time, you should be able to access all of the other databases.

**Using the Online Catalog:**

1. Open the school webpage
2. Go to the Ten Broeck Library page
3. Click on the link that says “Ten Broeck Academy@Franklinville”

**Searching the Web:**

**C.E.R.F –** Follow the same procedure to access the databases (listed above). Click on C.E.R.F – these websites are reviewed and deemed to be acceptable for academic use.

**Website Evaluation**:

|  |  |
| --- | --- |
| Author or Sponsor | * The author or group responsible is listed on the website.
* The author’s or group’s qualifications are listed on the website.
* The author’s or group’s contact information is listed on the site.
 |
| Reliability | * The author or organization clearly states the purpose of the website.
* Author or group is an authority on the subject
* The information presented is free from bias – gender, race, religion
 |
| Date Published | * The website shows the date it was created.
* The website was updated recently.
 |
| Content | * The title tells you the content of the website.
* The information on the site is accurate when compared to other sources.
* No dead links
 |

If you can answer yes to the statements in the chart above, you probably have found a good website.

**Works Cited:**

**Easybib -** <http://www.easybib.com/>

Free service that collects your resources (books, webpages, database articles etc.) and generates a list of sources in MLA format. Hint: Most database article citations can be exported directly to easybib.

**Purdue Owl** - <https://owl.english.purdue.edu/owl/section/2/>

Specific instructions and examples of MLA style and format.

### Location and Access

Use advanced search and/or Boolean search terms (AND, NOT, OR). This will help you to narrow your search results so that you do not have to go through numerous resources that do not apply to your search. For example, if your topic is the effect of global warming on glaciers, do not search for “global warming”. Your search should be “global warming AND glaciers.”