

NAME _____

FRESHMAN LIBRARY ORIENTATION SEARCH STRATEGIES ///// DESTINY

Getting Ready for Research at MTHS

The literal meaning of the word “research” is “to search _____.” Research is a _____. Don’t expect that the first source you find is the best one available or the only one you need. Don’t rush to find the minimum number of required sources—and then just stop. Search for the best sources (plural!) available in a variety of forms (print books, database articles, reliable websites, etc.) for whatever it is that you’re researching.

Search Strategies

Using various search strategies is one of the characteristics of a good researcher but understand that **all search strategies do not work in all programs**. Some basic tips are:

Tip #1: **Choose your search term(s) carefully**. Not specific enough? You may have too _____ irrelevant search results. Too specific? You may not find what is available.

Tip #2: Try using **quotation marks to keep a _____ together** (for example, “animal rights” will keep those two words together as a phrase; animal rights will be searched as two separate words). Quotation marks will often result in better search results.

Tip #3: Use the _____ **command** to help you determine whether something in your search results list really is what you’re looking for by taking you directly to where your search term is located on that page.

Tip #4: Try _____ **wording**. Capital punishment and death penalty are synonyms—but you will usually not get the exact same results when you search the two different phrases. Some authors use one of those phrases; other authors use the other phrase. Searching only one of them may mean you miss the perfect source that was exactly what you were looking for.

Tip #5: When you want to make your search more specific (by including synonyms, excluding certain words, narrowing by date, etc.), try using _____ **Search** in Google and in the databases.

If you want your paper or project to be as good as it can be, commit the necessary time to thoroughly and carefully research your topic—and using some of these search strategies may help you more easily and efficiently find those really good sources you need!

What You Need to Know about *Destiny*

Many of the sources you use for research here at MTHS will be ones you find online—both subscription database sources and free-web sources. You will, however, also be required at times to use _____ books as well in order to have that wide variety of resources necessary if you’re going to be a good researcher.

1) *Destiny* is the **online** _____ that is used to **locate items in the MTHS Library collection**.

2) Every book in our library that includes information about a particular topic will _____ always show up in *Destiny* search results (this is particularly true of information found in reference books). Ask for help if you're not finding what you're looking for. We may not have anything on the topic—but it is possible that we do, and *Destiny* just isn't showing you that we do.

3) *Destiny* is **accessible** _____ **there is Internet access**—no login or password required.

4) **Keep *Destiny* searches** _____. The program _____ your search terms to the words that it finds in *Destiny*. If the exact words you enter in the search box aren't included in the record for a particular book, you will NOT see that book in your search results—even if it is about your topic.

5) If a source listed in the search results doesn't look like it would include your topic, click on _____. Search terms are highlighted in the detailed record (for example, you'll be able to tell from the highlighting that the book you weren't sure about actually includes information about George Washington Carver—not George Washington).

You've Found Something in *Destiny*—Now What Do You Do?

Before going to look for a book on the shelves, **make sure you have all of the information that you need to find it**. Items are located in “neighborhoods” in the library (fiction, biography, etc.) then at specific “addresses” within those neighborhoods. The code for the specific address of an item is referred to as a _____ **number**. You can tell in what neighborhood you'll find an item by what you see at the beginning of that call number. These are the neighborhoods in the MTHS Library:

MTHS Library “Neighborhoods”

| | | Dewey Decimal System (Nonfiction) |
|-------|---------------------------|-----------------------------------|
| F | _____ | 000 General Works |
| B | _____ | 100 Philosophy & Psychology |
| SC | Story collection | 200 Religion |
| VF | Vertical file | 300 Social Science |
| VF BL | British Lit vertical file | 400 Language |
| VF AU | Author vertical file | 500 Science |
| M | Magazine | 600 Technology |
| REF | _____ | 700 Arts & Recreation |
| GN | Graphic novel | 800 Literature |
| AV | Audiovisual | 900 History & Geography |

The arrangement of a library is very _____—but you have to be looking in the right place! Always write down the complete call number before you go from the computer to the shelves to find the book that just might be the perfect source that you need (and it's a good idea to write down the title, too, since multiple books can have the _____ call number).