Mary MacKillop LIBRARY

St Patrick's College

Library Research Guide

THINK - DISCOVER - MANAGE - EXPAND - READ - WRITE

THINK - Where to start?

What have you been asked to research? Put this topic into a question as this will help you to narrow it down to a manageable task. Ask:

Who?   **What?**   **When?**   **Why?**

Study smart to get faster results.

- Think of the KEYWORDS that describe the topic you have been asked to find information on.

How much information do you need? How up-to-date does it need to be?

Books
- provide broad and in-depth information on a topic
- Historical information
- Theories and facts

Encyclopedia and reference material
- Factual data
- Statistics
- Introduction to a new topic

Magazines and journals
- Contain new research and current information
- Can go through a strict editing and peer-review process

Websites
- Differ in content and reliability
- Obtain government information and statistics
- Breaking news

Databases
- Only available to staff and students of the College via your username and password
- Information is not freely available to the public
- Can be used from any classroom or from home
- Many are full-text and contain images you can use
- Include in-built citation tools
- Contain new research for current information
- Can be verified by professionals in the field via peer review

DISCOVER – Use the Library's catalogue to find books on our shelves. It is as easy as 1, 2, 3.

1.Enter a KEYWORD into the search box on the first page

**2.Choose a book from the search result list and make a note of the call number**

3.Find a book on the shelf or click on the link for an eBook in our digital collections.

Have you found too many or not enough? Here are some search tips that can improve your results

Phrases – Use quotation marks around a phrase. Put the words in the exact order. For example: KEYWORD "climate change" Australia

Include words. Use at least two words and type OR between them. For example: KEYWORD painting OR drawing
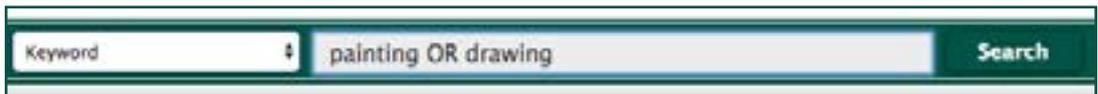
MANAGE the research information you are collecting

Create a reference list straight from the Library catalogue

From your list tick any or all of the items you have found in your search. From the **"Select an Action"** menu choose **"Add to my lists"** then go the My Lists option at the top of the page and email them to your email address. **Why?** You will never forget the books you have used for an assignment **PLUS** you have the information you will need for future referencing.
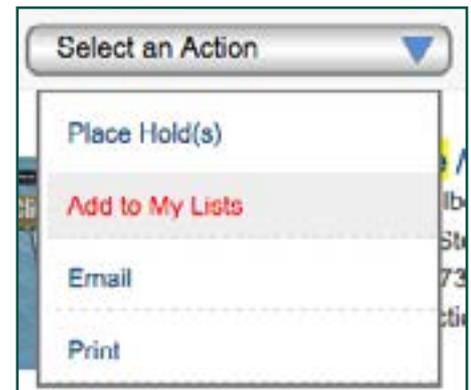
EXPAND your options

EXPAND your options by choosing and using one the **Library's databases**. These can be found by going to the **Library** website. Use your user name and password to find new research and current information.

These databases are peer-reviewed and contain reliable and trustworthy information

Which one should I use?

1. Reference Online Encylopedia – Britannica Online
2. a. General information on many subjects – either eLibrary or EBSCOhost
   b. Science subjects – Science Online
   c. Religious Education – World Religions Online
   d. Issues of the day, breaking news – Proquest Newsstand
3. Select and use the right keywords and / or terms to get the best results
4. Understand how to use the advanced search options to improve results
5. Use the subject terms or tags in documents and articles to find additional information

All of these databases also allow you to create lists. Print or email articles and lists to your email address.

OR

Use the Library **SUBJECT GUIDES** which can also be found on the **Library** website.

These guides have been compiled by the Library to help you quickly find the most useful resources for your subject. They are grouped by subject:

- Art
- English
- Geography
- HaSS
- Health and PE
- History
- People of Note
- Religion
- Science
- Technology
- Speech + Drama
- Careers & Future Pathways
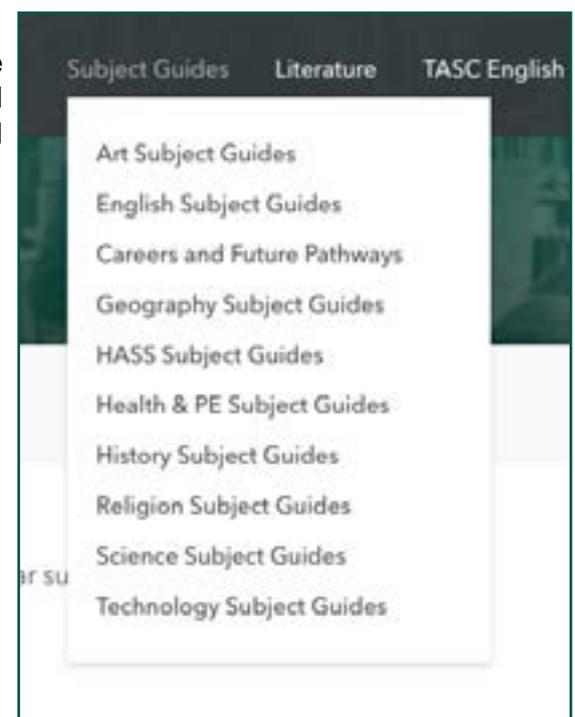
READ

Tips that will help you read all the material you have found during your research

- Read with a purpose to locate the specific information you need
- Be selective by focusing on the question and task you have been asked to complete
- Keep track of what you read. Remember to use the My Lists function in the catalogue and the citation tools in the databases

WRITE

Follow these easy steps to get your assignment in on time.

- Take notes from your readings in textbooks, databases, or on websites
- Write a first draft – set it aside for a bit, then re-read it and make changes
- Have a friend / parent / teacher read it for you
- Edit and prepare your final copy
- Complete your reference list

You are FINISHED – WELL DONE – HAND IT IN

Do you need more help?

In the Library? Always ask one of the Library staff for help. They are more than happy to help you use the **catalogue**, the **databases**, or **Library subject guides**.

In a classroom or at home? You can always email us. We can then have the information ready for you when you next come to the Library.

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