

THE RESEARCH PROCESS: TEN TIPS FOR SUCCESS

- 1. Understand the assignment and what is required.**
 - purpose of the paper
 - audience
 - format and length
 - number and types of resources required
- 2. Select a subject.** Choose a subject that is interesting to you. The following sources may help you choose a subject: *CQ Researcher Index* (REF H35 .E35), *Hot Topics* Books located near the Reference Desk, and *SIRS Database: Pro v. Con* section.
- 3. Identify potential and available resources.**
 - What kind of information is needed to complete the assignment?
 - Statistics, illustrations, opinions, historical or current information, etc.
 - What are some possible sources for the information?
 - Books, databases, media, Internet, people, libraries, agencies, etc.
- 4. Find background information about your topic.** Begin your research by getting a general overview of your subject.

Find a **general overview** of your subject by using:

 - General or special encyclopedias and/or dictionaries. Ask the Reference Librarian for help.
 - Reference books that give pro and con perspectives on contemporary topics:

REF Hot Topics	<i>Opposing Viewpoints</i> (series)
REF Hot Topics	<i>Current Controversies</i> (series)
REF Hot Topics	<i>Taking Sides</i> (series)
REF Hot Topics	<i>Information Aids</i> (series)
REF H35 .E35	<i>CQ Researcher</i>
- 5. Use various search strategies to locate information:**
 - Use synonyms, broader or narrower topics, intersecting topics, related topics.
 - Try keywords or specific subject headings to search on library computer databases.
 - Limit, expand, refine or change your search or topic as necessary.
- 6. Find the information needed:**
 - Locate **books, electronic books and media** on topics, using the GWC Library Catalog.
 - Locate **articles in periodicals** (magazines, journals, & newspapers), using library databases.
- 7. Find details to support and enhance your research:**

Statistics, definitions, quotes, opinion surveys, current social and political topics, biographical Information, and organizations or agencies (ask the librarian).
- 8. Evaluate the information.** Evaluate and compare sources by considering the copyright dates, validity of information, and credentials of the authors.
- 9. Use the information to complete the assignment.** Remember not to plagiarize and to give credit to sources when necessary.
- 10. Keep a record of sources for a bibliography.** Be sure to record the complete bibliographic information for each of your sources of information and for materials you photocopy.

Ask the librarian if you need help.

Welcome to the Golden West College Library

<http://www.goldenwestcollege.edu/library/index.html>

Monday – Thursday 8 a.m. to 8:45 p.m.
Friday 8 a.m. to 3 p.m. Closed - weekends and holidays

Library Services:

Reference (2nd floor)

- Librarians at the reference desk to help with reference and research questions.
- Locate books and media, using the GWC Online library catalog (5 public use computers).
- Locate articles in magazines, journals and newspapers using the periodical databases (5 public use computers).
- 58 student computers with access to the Internet and Microsoft Office (Word, Excel and PowerPoint).
- Reference materials to be used in the library (for example: hot topics and pro/con books).

Public Services - Circulation (2nd floor – front desk)

- Check out and return books. Pick-up books on hold for you.
- Quick print station (print off your flash drive quickly), scanner for student use, and color copier - 65¢ per page.
- Locate instructors' reserve material such as STAR Collection, textbooks, videos, and DVDs.
 - Late reserve materials (25 cents/item/hour).
- Pay fines and clear your records.
 - Fines are charged for late books (25 cents/book/day).
 - The charge for lost books is the cost of the book plus the overdue fine - if any.
- Unpaid library fines may put your registration, grades, and transcripts in jeopardy.

Group Study Rooms (10 rooms: 7 on the 2nd Floor and 3 on the 3rd Floor)

- Rooms are first come, first served.
- Priority is given to groups of students. At least 2 members of group must be present. No 'holding' of rooms or leaving for extended periods of time.
- Each study room has a computer with a large screen monitor and access to printing to the GoPrint station.

Print/Copy Room (2nd floor, under the main stairwell)

- Room has 3 black/white copiers (10¢ a page).
- Room also has a paper cutter, stapler, three-hole punch, and pencil sharpener.
- Pick up printed materials from library computers at the Go Print Station (10¢ a page).

Periodicals/Media Area (2nd floor)

- Audiovisual collections (DVDs and VHS).
- Print collections of magazines, journals, and newspapers.
- Periodicals must be used in the library and cannot be checked out.

General Book Collection (3rd floor)

- These are books located on the third floor and are available to check out for three weeks. You may renew books for another three weeks, if they are not overdue, through the online library catalog or at the Public Services desk.
- This collection includes ESL materials in the PE section and children's books in the PZ section. Fiction books are integrated with literary criticism and are generally found in the PS section.

Things You Should Know

- Food and drink are NOT allowed in the library.
- Do not mark, tear, cut, or damage books, magazines, newspapers, or media items.
- Your current GWC student id card (with the year sticker) is your library card and can be used at GWC library, OCC library, Cypress College library, Fullerton College library, and CSU Long Beach library.