



**Student Introduction to
 ACCESSING, ANALYZING, USING INFORMATION and the RESEARCH PROCESS
 (based on NAILED)**

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N E E D	<ol style="list-style-type: none"> 1. START WITH A BROAD TOPIC OF INTEREST. 2. WHAT INFORMATION DO YOU NEED IN ORDER TO DO THIS ASSIGNMENT? 3. FORMULATE A RESEARCH QUESTION AND WRITE IT DOWN. 4. BREAKDOWN YOUR QUESTION INTO CONCEPTS, KEYWORDS, AND SYNONYMS. 5. GENERATE MULTIPLE SUBJECT HEADINGS AND WRITE THEM DOWN. 	E V A L U A T E	<ol style="list-style-type: none"> 11. REVISE YOUR SEARCH TO GET ADDITIONAL INFORMATION IF NEEDED. 12. READ ARTICLES, BOOKS, ETC. TO DETERMINE IF YOUR RESEARCH QUESTION HAS BEEN ANSWERED. 13. JUDGE USEFULLNESS OF FOUND INFORMATION.
A V A I L A B L E I N F O R M A T I O N	<ol style="list-style-type: none"> 6. BROWSE GENERAL ENCYCLOPEDIAS TO SEE WHAT HAS BEEN WRITTEN ABOUT YOUR TOPIC. 7. WHAT ARE OTHER POSSIBLE SOURCES YOU CAN USE TO FIND THIS INFORMATION? 	D O	<ol style="list-style-type: none"> 14. ORGANIZE AND COMPOSE INFORMATION INTO ACCEPTABLE PUBLIC FORMAT. 15. TURN IN ASSIGNMENT, GIVE PRESENTATION, ETC.
L O C A T E	<ol style="list-style-type: none"> 8. USE PERIODICAL INDEXES TO FIND ARTICLES ON YOUR TOPIC - for example - InfoTrac, FirstSearch, Readers Guide to Periodical Literature, etc. 9. USE ValCat TO LOCATE BOOKS ON YOUR TOPIC. BROWSE Library of Congress Call Numbers IN YOUR SUBJECT AREA. 10. SELECT OTHER RESOURCES TO GATHER MORE INFORMATION ON YOUR TOPIC - for example - Government Documents, Web sites, etc. 		