

10 steps to find the information you need

Created by Inaburra Senior Library 2018

1. Once you have chosen your topic, do some background reading. This will give you an idea of how much information is available, it will give you keywords, and it will help you to narrow down your topic.
2. Develop a research question. Keep coming back to this question throughout the whole process.
3. Look at your question and choose the most important words. These will be the keywords that you use to search; usually there will be 3-4 keywords. Take note of the different concepts covered by your keywords.
4. Do your keywords have any synonyms? Write them down now, you might need them later.
5. Think about what sort of information you need. (Articles, books, statistics etc.)
6. Think about where you will find your information. (Websites, books, specialist organisations etc.)
7. Think about the wording (keywords, phrases, word order) you would expect in the types of results you want to find, and search using that wording.
8. Stop and look at the results. Are they what you expected?
9. If they aren't, what went wrong? Modify your search results to get the results you need. Change, broaden or narrow your search, or eliminate irrelevant results if you can.
10. Evaluate evaluate evaluate!