

RESEARCH CHECKLIST

Follow the steps below to keep on track while doing your research. Remember, for up-to-date information, search sources that have been published within the last five years.

1. ____ Topic or thesis statement: _____

2. ____ To learn some foundational information on your topic and to discover keywords to use in your search, read an encyclopedia such as *World Book* or *Encyclopedia Americana*.
3. ____ Use the school's OPAC and search for fiction, nonfiction and/or reference collection sources for information. Write down the call numbers of those sources:
4. ____ Use ACCESS PA to discover if there are any print sources available to borrow through InterLibrary Loan within the state. Write down the necessary information and ask the librarian to request the materials for you.
5. ____ Use your list of keywords and search the resources available in POWER Library.
6. ____ Use your list of keywords and search the Internet. Do not forget to use your "extreme" searching techniques and investigate search engines, subject directories, meta search engines and unified search interfaces.

With thanks to the Ephrata School District, Ephrata Middle School, Ephrata PA for their idea.