Searching Databases

1. **Find a Database**
   - Select a database that relates to your subject topic.

2. **Select Keywords**
   - Decide which keywords best describe the topic you are searching.

3. **Select Full Text**
   - If full text isn't selected, you may not be able to see an entire article or resource.

4. **Set a Date Range**
   - This gives you more relevant results, especially for subject areas that are constantly changing, such as science.

5. **Use Boolean Operators**
   - Use AND, OR, or NOT between keywords to narrow or broaden your results.

6. **Select Peer-Review**
   - Doing this ensures that your results are scholarly.

7. **Read the Abstract**
   - Reading the abstract or summary will give you an idea of what the resource is really about - in other words, saves you time.

8. **Get a Citation**
   - Once you find a relevant resource, this is a good time to look for a citation tool.
   - Tip: ALWAYS double check citations from a database.

9. **Retrieve Your Resource**
   - Now you are ready to print, email, or save the resource you have selected for your research.

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http://www.randolph.edu/library