

# PLAN YOUR RESEARCH @your library™

Topic (revise as needed): \_\_\_\_\_

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## Keywords

Identify the important concepts of your topic. Also identify synonyms that can be used as alternative words when you search. When you search by keyword, you are searching for the specific word (or group of words) that you type in. Example: A keyword search for **dog** will find all resources that use the word **dog**, such as an interview with Regis Philbin that refers to his dog, but will not find the resource that only uses **canine** instead of **dog**.

Combine terms from each column to get specific results. Example: If you are searching for resources about dog dentistry, you would search for **(dog OR canine) AND (dentistry OR teeth OR tooth)**.

Identify broader or narrower terms to expand or limit your search. Examples: If you don't find resources when searching for **"fifth grade,"** try the broader term **elementary**.

<b>Important Concepts:</b>		<b>A N D</b>		<b>A N D</b>		<b>A N D</b>	
	<b>OR</b>		<b>OR</b>		<b>OR</b>		<b>OR</b>
<b>Synonyms:</b>	_____ _____ _____ _____		_____ _____ _____ _____		_____ _____ _____ _____		_____ _____ _____ _____
<b>Broader terms:</b>							
<b>Narrower terms:</b>							

## Subject terms

Controlled vocabulary terms that are used to index by topic – like the headings in the yellow pages. Example: The subject "roses" will find resources about the flowers, but not the band Guns N' Roses. A keyword search for "roses" will find the flowers and the band. The subject "roses" will also find resources even if the resource uses the Latin "*Rosa alba*." Different search tools may use different subject terms.

Subject term	Search tool or database

## Organizations or people

Identify organizations or people who know about your topic. Is there a relevant non-profit organizations? Is there an expert on campus or in the community who you could interview? Examples: If your topic is "careers in librarianship," you could contact the American Library Association. If your topic is "boot camps as an alternative to prison," you could contact the Cook County Sheriff's office.

Person or organization	Contact information or website