

**10. Don't wait till the last moment to start your research!**

*Research is long and quarters are short: if we don't have something you need, we can probably get it for you elsewhere, but not instantly.*

**9. Research is a word game.**

*Try various techniques to improve the accuracy of your searches: use AND and OR to combine groups of search terms, truncation (wild card searching), phrase searching, search limiters, etc.*

**8. Google doesn't have everything.**

*Hard to imagine, but Google only provides access to a fraction of 1% of what's "out there" on the web. Learn to use other tools to find information that's "invisible" to Google.*

**7. Use Advanced Search features.**

*Many databases include "Advanced Searching." By using it, you can quickly and easily improve the accuracy of your searches—and have fewer but higher quality search results.*

**6. A lot of things aren't online at all.**

*Alden Library alone—to say nothing of other libraries in Ohio and elsewhere—has millions of books, articles, documents, videos, etc. that aren't online. Anywhere. Visit us; we'll help you find 'em.*

**5. Use Wikipedia—and other encyclopedias—carefully.**

*Encyclopedias can be great places to get beginning background info, and for references to major books, articles, etc. on a topic. But they're usually not something you can use as one of your sources for a paper or other project.*

**4. Evaluate! Evaluate! Evaluate!**

*Don't believe everything you read. Or see. Or hear. It's up to you to determine if the information you are using is reliable or not. Librarians can help with this, too!*

**3. Research is not a straight line.**

*It's a process, a spiral, an evolution. One piece of new info can take you back to places you've already been. You may need to change course, even reverse direction from time to time.*

**2. Find more sources than you think you'll need.**

*Some sources that you'll find just won't work for your research needs. But, if you collect "extra" sources at the beginning, you probably won't have to backtrack and re-do your searches later.*

**1. Ask a Librarian!**

*Don't let the frustration level build up too much before you ask for help: In person. Online chat. Phone. Email. Instant messaging. Ask us!*