**Top Ten Things You Need to Know About Finding  
Information**

**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....

**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.

Ask a Librarian to show you some of the tricks.

**6. A lot of things aren’t online at all.**  
The Scarborough Library plus  libraries in West Virginia 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 are good places to get beginning background info, especially if you use a Subject encyclopedia, such as The Special Education Encyclopedia.

**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 before you ask for help: In person.  Phone. Email.  Make an appointment.  **Ask us!**  
Phone: 304-876-5420