

Search Tips

- Find the <Help> section of the search engine or database you are using for rules and tips.
- Generally, more words used in a search = fewer results (hits) and less words used = more results (hits).
- Try guessing the URL if subject is well known (ex: www.microsoft.com)
- **Boolean Operators** (AND, OR, NOT)
 - AND – Fewer results. More specific search.
 - OR – More results. Broader search.
 - NOT – Fewer results. Specific words excluded.
- **Phrase search** – Use when you need to find multiple words in order.
- **Truncation / Wildcards** – Finds variations of words
 - Ex: walk* finds walk, walks, walking, etc. wom*n finds woman, women.
- **Stop Words** – Small common words most search engines and databases do not recognize. Usually no need to enter words like the, a, it, etc.
- **Limiters** – Many search engines and databases have ways to limit your search various ways, such as by title, type of material, author, etc.
- **Remember!** There are many search differences. Always check <Help>

Web Sites

<i>Search Engines</i>	
www.google.com	Easy. Most popular.
www.bing.com	Microsoft's search. More features. More complicated.
www.yahoo.com	Search + much more (news, sports, Jobs, etc.)
<i>Meta Search Engines</i>	
www.dogpile.com	Easy. Most like Google.
www.clutsy.com	Organizes your search into subjects.
www.surfswax.com	Can view summary of each web site. Complicated.
<i>Other</i>	
www.wikipedia.com	Encyclopedia created by users. Good place to start a search. Somewhat unreliable.
www.youtube.com	Search and view video clips added by users.
www.skokie.library.info/	Library databases. Access to info not available on Web through search engines. More reliable.
http://www.webwisekids.org/index.asp?page=parents	Web Wise Kids – Information about protecting children on the Internet
http://www.microsoft.com/protect/	Information about Internet safety from Microsoft
http://www.snopes.com/	Snopes – Debunks Internet fraud, scams, etc.
http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html	Internet search tutorial from UC Berkley.
http://www.pandia.com/goalgetter/	Search engine tutorial from Pandia. Lots of information about specific types of searches.

Skokie Public Library Databases

(Found under Research in the library's web page)

Ancestry Library Edition

- Complete access to hundreds of online genealogical databases which include census and military records, birth and marriage records, immigration information, and much more.

Britannica Online

- Retrieve content from Encyclopædia Britannica and Britannica Concise Suitable for elementary and middle grade students Encyclopedia as well as media, websites, and videos. Magazine articles are also available.

eLibrary

- General information resources with magazine articles, book chapters, pictures, maps, and news transcripts. Coverage varies by source

Career Help

- Career Center is organized into sections on Career Help, GED Preparation, Citizenship, and Back to School. The Career Help section includes resources to help write resumes and cover letters. Resumes and cover letters can be uploaded and evaluated by career experts using ProofPoint. ProofPoint is available from 3:00 to 10:00pm only.

ERIC

- ERIC (Educational Resource Information Center) contains journal articles and reports on the topic of education from 1966 to the present. Coverage includes adult, career, and vocational education; information and technology assessment and evaluation; language and linguistics; teacher education and much more.

Factiva

- A database that provides full text access to over six thousand news wires, newspapers, magazines and journals. Includes many specialized trade journals, international business resources, and sources such as the Chicago Sun-Times, the Wall Street Journal, and the New York Times. Coverage varies by source.

Gale: Virtual Reference Library / General One File

- *Gale Virtual Reference Library* is a database of more than two hundred full text reference sources for research. Areas covered include Arts, Biography, Business, History, Literature, Medicine, and more. At one time, these reference materials were accessible only in print form from within the Library, but are now available online.
- *General OneFile* from Gale is a comprehensive research resource that puts more than 60 million articles from mainstream to specialized sources at your fingertips with a single search query. More than 6,000 magazine titles are available with full text. Coverage goes back as far as from 1980 for some titles. The contents of selected books and media transcripts are also available

Home Improvement Reference Center

- Home Improvement Reference Center™ contains online content for home improvement assistance, including maintenance, remodeling, electrical work, plumbing, wood projects, outdoor improvements, decorating, and gardening. It includes 27 major reference works in full text with more than 10,000 images (none found elsewhere online). Additionally,

the database contains nearly one hundred videos of popular home repair projects, a convenient A-Z browsing tool, and full-text magazines (e.g. This Old House).

Hoovers

- Hoover's Online provides basic contact information for over twelve million companies, with detailed reports for more than 40,000 of them. Information is available for industries and competitors.

Live Homework Help

- Live Homework Help™ is an online tutoring service that connects students with expert tutors. Children and young adults from 4th grade through junior college can log in to Live Homework Help™ to work with a tutor on math, science, social studies, and English problems. The service is available from 2:00 to 9:00pm Central Standard Time, seven days a week. Live Homework Help™ en Español is available Sunday Suitable for elementary and middle grade students through Thursday from 2:00 to 9:00pm. All tutoring sessions are guided by the tutor and last approximately twenty minutes.

Novelist

- NoveList is a guide for fiction readers of all ages and allows readers to find new authors and titles by searching for similar authors, subjects, or award winning titles. NoveList contains full text reviews.

Reference USA

- A directory with information on over 12 million U.S. businesses and 120 million U.S. households, as well as 1.3 million Canadian businesses and 12 million Canadian households. A special HealthCare section provides additional information on doctors, dentists, and medical offices.

Skokie Review

- Full text of selected articles in editions of the Skokie Review from 1995 to the present. Pictures, graphics, advertising, and classified advertisements are not included in this database. Obituary articles are included.

Wilson Select Plus

- This product includes the contents of more than 2,300 magazines and journals from 1994 to the present in science, humanities, education and business along with many general interest titles. Many articles are presented in full-image as well as full-text versions

WorldCat

- This electronic catalog contains more than 35 million books, sound recordings, videotapes, computer software titles, musical scores, and magazines owned by local libraries and libraries around the country and the world.

Contact the library

- **Phone:** 847-673-3733
- **Email, Instant Message, or to set up an appointment:**
 - <http://www.skokieliibrary.info/> (then click on “Ask a Librarian”)