

Checklist: Create Your Search Plan

Directions: Use this checklist to keep track of your activities as you create a search plan. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes beneath each category of activity and at the bottom of the checklist.

Done	Activity
	Identify Your Topic and the Conversation You Plan to Join
<input checked="" type="checkbox"/>	List Your Research Question

Notes:

Resources for Locating Information	
<input type="checkbox"/>	Library Catalogs

Notes:

Databases	
<input checked="" type="checkbox"/>	Subject Databases
<input type="checkbox"/>	Bibliographic Databases
<input type="checkbox"/>	Full-Text Databases
<input type="checkbox"/>	Citation Databases

Notes:

World Wide Web and Internet Resources	
<input checked="" type="checkbox"/>	Web Search Engines
<input type="checkbox"/>	Web Directories
<input type="checkbox"/>	Meta Search Sites
<input type="checkbox"/>	Expert Sites
<input type="checkbox"/>	Specialized Sites
<input type="checkbox"/>	Newsgroups and Mailing List Search Sites
<input type="checkbox"/>	Government Document Sites

Notes:

Print Resources

- Library Reference Rooms
- Library Periodical Rooms
- Library Stacks
- Microform Collections

Notes:

Field Resources

- Interviews
- Observations
- Surveys
- Correspondence
- Public Events
- Broadcast Media

Notes:

Strategies for Searching for and Collecting Information

Online Searches

- Keyword Searches
- Wildcard Searches
- Phrase Searches
- Boolean Searches
- Web Directory Searches

Notes:

Publication Information Searches

- Title Searches
- Author Searches
- Subject Searches
- Publication Year Searches

Call Number Searches

Notes:

Print Searches

Searching the Stacks

Searching for Periodicals

Using Copy Machines

Using Interlibrary Loan

Using Fax-on-Demand Services

Notes:

Field Research

Interview Strategies

Observation Strategies

Survey Techniques

Correspondence Strategies

Attending Public Events

Recording Broadcasts

Notes:

Keywords

List Keywords for Searches

Notes:

Managing Your Information

Creating a Project Workspace

Managing Electronic Information

Managing Print Information

Notes: