

COMM100 - Informative Speech:

HOW TO FIND INFORMATION ON YOUR PERSON



There are **two** important parts to doing research at the library: Using the Library Catalog and accessing the library's Electronic Databases. Also, *carefully* searching the Internet can be helpful as well.

- Using the Library Catalog to find *print sources* (books) [\[Search the Library Catalog\]](#)

The Library may actually have books dealing specifically with your person. Search her name in our catalog to find out. From the library's homepage, click on **Library Catalog**.

Tip: Do a **SUBJECT** search, typing her last name first Ex. Subject = **Clinton, Hillary** *How many hits?*


No luck? Try *broadening* your search! Switch to a **Keyword** search and use the phrase "women and _____" where the blank space would be her area of fame (her profession or career). We may have books that contain an *entry* or *chapter* on your person.

Ex. Keyword = **women and _____**

Category (profession/career)

politics oratory
sports business
medicine education

Etc.

Still no luck? Click on the  icon! **PASCAL Delivers** allows you to search *and borrow from* other SC academic libraries! It's easy! Just follow these simple steps:

1. Once you've clicked on the icon, you should be taken to the PASCAL Catalog, where hopefully, you'll see some books on your person. If you see one you want to request, click [Place Request](#).
2. Select **Columbia College** from the drop-down menu and click "Submit above information."
3. Enter your name and your CC Unique ID, which *should* be the number you use to log into Koala Connection with. Click "Submit." We'll contact you when the book comes in, which should only take 3-4 days.

- Accessing the library's Electronic Databases to find *articles* on your person

Magazine and newspaper articles are also a great source of biographical information. From the library's homepage, click on **Databases for Research**, then **A - Z Listings**. The following databases should be very helpful for this type of assignment.

- **Biography Resource Center: The Complete Marquis of Who's Who** [\(On-Campus Access\)](#) [\(Remote Access\)](#) Of these databases, this is probably the best source
 - **Communication & Mass Media Complete** [\(On-Campus Access\)](#) [\(Remote Access\)](#)
 - **General Reference Center (Magazine Index)** [\(On-Campus Access\)](#) [\(Remote Access\)](#) Also potentially a very good source
 - **New York Times Full-Text (1851 - 2006)** [\(On-Campus Access\)](#) [\(Remote Access\)](#) This will pull up a LOT - sometimes almost too much
- Other potentially helpful databases...

Oxford African American Studies Center

Dictionary of Literary Biography

Internet



Helpful Websites:

Douglass Archives

<http://douglassarchives.org/>

Gifts of Speech

<http://gos.sbc.edu/>

American Rhetoric

<http://americanrhetoric.com/>

National Women's Hall of Fame

<http://www.greatwomen.org/>

Other Helpful Websites:

Another resource you may find helpful is the library's featured section of Women's Studies websites. To get to these sites, from the library homepage click on: *WWW Resources -> Sites by Subject -> Women's Studies -> Historical*.

Tired of Google's *overkill*? ?



Try Librarians' Internet Index (<http://www.ipl.org/>) for *fewer, more high-quality results!*

A Google search for **sarah palin** fetches over 22 MILLION results! Who has time to wade through all that? Not to mention figuring out what's reliable and what's not. But the same search on www.ipl.org/ fetches only **fifteen**. While 15 hits may sound disappointing, keep in mind LII/IPL's sites are *hand-picked by librarians*. Which means the quality is exceptionally high.

What about Wikipedia?

Wikipedia is *not* considered a scholarly source of information. Anyone (yes, that means me, you, your little brother, or the dude at the gas station) can immediately publish anything on there. Sounds pretty cool, but if you think about it, that means you don't know what you're getting. Therefore, you shouldn't use it.

By and large, you will best find what you need by using this information guide. But if you choose to surf the web, here are a few things to keep in mind.

- **Bias** - Who/what organization put together the site and what agenda might they have?
(Tip: Look for an "About Us" tab and read up on those responsible for the site's content)
- **Accuracy** - Are the facts accurate based on what you already know? A web site can be both biased and accurate; they may give you some of the facts, but not include *all* the facts about a particular topic or issue
(Tip: Save your Internet research for last; you'll be a more discerning researcher!)
- **Design** - Is it easily navigable? Too busy or messy? This can say a lot about the overall quality of the website
(Tip: Look for a top or left-hand margin that has easily identifiable navigation tabs)
- **Commercialism** - Are you attacked by pop-up ads as soon as the page opens? Are you asked for personal information? These can be 'red flag' warnings that you are not in a good place!

*COOL TIP: Looking for **pictures** of your person? Try Google: Images! Just go to www.google.com, click on Images, and then type in your person's name.*

REMEMBER, IF YOU HAVE A QUESTION, JUST ASK. YOUR FRIENDLY LIBRARIANS LOVE TO HELP!

