This guide will help get your research started with a list of basic information needs and some of the research tools available for your use. If you need assistance or directions, please ask a Reference Librarian (trained professionals who are there to assist you with your research needs).

Background Information
- For a summary of a topic use an encyclopedia (e.g. Encyclopedia Britannica)
- If the topic is within a specific discipline, use a subject encyclopedia (e.g. Encyclopedia of Human Biology)
- Search engines and meta-search engines are great resources when brainstorming (e.g. google.com or dogpile.com)

Articles (from newspapers, magazines, and journals)
To find articles, online-research databases are available. They can be searched by name of database or subject.
- For current news use a newspaper database (e.g. America’s Newspapers or Lexis Nexis Academic)
- To search for articles in magazines and journals use a magazine/journal database (e.g. Academic Search Complete)
- For scholarly or research articles use a discipline-specific database (e.g. Biological Abstracts)

Books
- For books on a certain topic use a Subject search or Keyword search in the library catalog
- For books by a certain author use the Author search in the library catalog (last name first name: e.g. Woolf Virginia or Shakespeare, William)
- For books not owned by Carlson Library use OhioLINK (Ohio Library Information Network) or ILL (Interlibrary Loan)

Other Types of Information
- For general facts and statistics use almanacs, yearbooks, and statistical sources (e.g. Information Please Almanac, or Statistical Abstract of the United States)
- For maps use atlases (e.g. National Geographic Atlas of the World)
- For definitions of words use dictionaries and thesauri (e.g. Oxford Dictionary of Slang, American Dictionaries of the English Language Before 1861, A Dictionary of Business and Management (electronic resource))
- For information on people use biographies (e.g. Notable Hispanic American Women, Notable American Philanthropists: Biographies of Giving and Volunteering)

More assistance
For additional assistance with any research question, please contact a reference librarian.
- The Reference Desk is on the first floor of Carlson Library and the phone number is 530-2324.
- You can submit an email form with a brief question. Go to http://utoledo.edu/library/help/ask.html or email to Askit@utnet.utoledo.edu.
- Go to http://utoledo.edu/library/help/ask.html and chat with a librarian through instant messaging.
- You can make an appointment with a librarian to discuss your topic in-depth. You can pick up a form at the Reference Desk, or call 530-4479 to schedule a meeting
- The Mulford Health Science Library service desk is on the fourth floor of the Mulford Library. The reference phone number is 419-383-4218.

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