Planning your search

What are you looking for? Read your assessment requirements carefully, or think about your information needs. This will help you decide what to look for and will help you evaluate the information when you find it.

Use the CRAP method to evaluation information

- **Currency** – check the date
- **Relevancy** – is it relevant for your needs, eg level, topic, geographical location, perspective (eg personal account, statistics, policy, government, advocacy group, for and against)
- **Authority** – does the author have some authority/credentials. Do they have sound arguments or facts to back up their statements? Is there a reference list at the end?
- **Purpose** – what is the author or publisher’s purpose / bias

Where and How will I search? Where do I expect to find information? How will I target the stakeholders and find a variety of sources? This is a summary of the techniques to look at:

<table>
<thead>
<tr>
<th>Possible Sources</th>
<th>Where and How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; DVDs</td>
<td>Library catalogues</td>
</tr>
<tr>
<td>Organisations and lobby groups</td>
<td>Google Search - see below, site:.org.au</td>
</tr>
<tr>
<td>Government policy</td>
<td>Google Search - see below, site:.gov.au</td>
</tr>
<tr>
<td>News</td>
<td>Google Search then click on ‘News’, OR</td>
</tr>
<tr>
<td></td>
<td>Newspaper articles in a library database OR</td>
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<tr>
<td></td>
<td>Use Google eg site:smh.com.au</td>
</tr>
<tr>
<td>Research</td>
<td>Might be done by an organisation eg ACOSS. Google Search site:.org.au</td>
</tr>
<tr>
<td></td>
<td>Might be done by a government body eg Australian Bureau of Statistics, Australian Institute of Health and Welfare. Google Search with site:.gov.au</td>
</tr>
<tr>
<td></td>
<td>Might be summarised by a commentator in a current affairs magazine such as ‘The Conversation’ site:theconversation.com.au</td>
</tr>
<tr>
<td></td>
<td>Journal article– research done by academicians – find these in a library database</td>
</tr>
</tbody>
</table>

**Keywords** Computers search for a string of letters in a row, so think about the words you might use. If you aren’t finding what you want, think of alternative words and phrases, for example when searching for equality you will find different results if you search for:

- Inequality, Wealth inequality, Income distribution, Wealth distribution,
- Living standards, Disposable income, Quintile, Gini coefficient.
- You might also search for different types of inequality eg Gender inequality, Digital inequality
**Tips**

- **Capture details of resources as you go** – this is important when you want to find them again and for referencing.

- **Look for new keywords and new stakeholders as you go**
  Be prepared to try different keywords in different places and be prepared to search again. Research is a process!

- **Take advantage of limits**

- **Try quotation marks to search for a phrase**
  eg “inequality in Australia” or “wealth inequality”

**Targeted Google searches**

Google

[Search Bar]

- inequality australia

Google

[Search Bar]

- inequality australia

Google

[Search Bar]

- inequality australia site:org.au

Google

[Search Bar]

- inequality australia site:gov.au

Google

[Search Bar]

- "wealth inequality"

You can use **site:** to target specific large websites once you know their web address, for example, Australian Institute of Health & Welfare whose web address is www.aihw.gov.au

Google

[Search Bar]

- homeless site:aihw.gov.au
Go to the library webpage [http://wsi.tafensw.libguides.com/BCSLibrary](http://wsi.tafensw.libguides.com/BCSLibrary)

Search for ebooks

Search Ebsco databases for journal articles
Enter your TAFE username and password
And at the results list tick ‘Linked Full Text’
For a more thorough search, try specific databases, which have different content.
Go to the eJournals tab of the Library webpage.

**Bachelor of Community Services Library Services: eJournals**

**Welcome eBooks eJournals eVideos Library services Researching Referencing**

- Australian and New Zealand newspapers, magazines and journals on current affairs and social issues. [an EBSCO database]
- Journal articles focussing on sociology. [an EBSCO database]
- A huge database with wide ranging subject contents. [Proquest]

Explore the search limits (usually down the left hand side of the page). Once you find an article explore the ‘action’ buttons (usually down the right hand side of the page) to print, save, email or cite the article.

**Example of search limit options:**
- **SocIndex**
- **Proquest**
- **ANZRC**