Student’s Name

To be completed after watching either the online tutorial video or the PowerPoint presentation on the Business Source Complete database:

http://libguides.lehman.edu/bustutorialsbscdatabase

1) Click on link to Business Source Complete database.

2) Conduct a search on your pre-selected research topic to find articles, interviews, reports, case studies or news items relevant to your assignment:
   a) Select “articles” from the “Document Type” dropdown menu on the left.
   b) Enter two keywords or keyword phrases in the search bars in the database above. Write these search terms here:

   __________________________________________________________
   __________________________________________________________
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   c) Select a year of publication time frame/date range. Write down the range that you selected.

   __________________________________________________________
   ____________________________

   d) In the box labeled “Select a field”, click on “Subject Terms” for each keyword/keyword phrase. How many results did you get? ____________________________

   e) This time, in the box labeled “Select a field”, click on “TX All Text” for each keyword/keyword phrase. How many results did you get this time?

   __________________________________________________________
f) Write down the title of three articles which you think are most relevant to your research topic.

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Did these come from the search using “Subject Terms” or “TX All Text”?

g) Click on “Source Types - Show More” in the left column of the search results page. Select “Interviews” Find one that is useful and e-mail it to yourself. If you do not find any interviews, select from “Newspaper” under Publication Type or Source Types. E-mail that to yourself. *The email icon is on the right side of the search page.*

h) **Delete “Interviews” or “newspaper” as a specified source.** Did the number of results increase significantly? □ Yes □ No

(In my example case, searching “Chemical Waste Disposal” AND “management” my results dropped from 11,271 to 112 when I narrowed the range of sources I would accept.) In class we will further experiment with narrowing and expanding search terms.

**Additional Search Tips:**

- Use the asterisk * instead of the ending of the word. This will give you all variations of word endings, e.g. competit* gives you competitor, competition, competitive.

- Remember to remove words you added after each search, unless you want to combine them in a new search.

Submit this worksheet to Blackboard, and also bring a copy to the Library Instruction class.

You will receive _____ points for completing the assignment because this homework will be the foundation for our in-class Information Literacy work on __________.