3 Key Tools for Finding Information:

**Internet Search Engines**: retrieve links to publicly accessible web-based resources from a variety of providers in a variety of formats. Internet search engines will retrieve everything from advertising and personal opinions to articles from Time, Newsweek and the New York Times to government sponsored research documents. It is important to evaluate the objectivity of the resource; the credentials of the information provider; and, the credibility of information retrieve by an Internet search engine.

Search engines use algorithms, complex mathematical formulas, using such things as how frequently a site is accessed, how many sites link to it, etc. to determine the order in which search results are displayed.

To search for information using a search engine, you enter one or more words that describe what you want. Search engines often retrieve a huge number of results because they not only retrieve sites that contain all the search terms entered, they also retrieve sites with any combination of the first word entered and other search terms as well as sites with only the first search term.

**Library Catalogs**: identify books, CDs, DVDs, periodicals, and other materials available in a library collection.

Kettering College participates in two catalogs. One is a shared catalog maintained by Wright State University. The [Wright State University Catalog](#) provides information about the holdings of all the libraries at Wright State University, the Wright State University Lake Campus Library, the Kettering College Library, and several Dayton-area hospital medical libraries.

The other is the [OhioLINK Catalog](#) which provides information about the holdings of over 90 academic libraries throughout the state of Ohio.

If an item is not available at your home library but another member library has an available copy, you may request the item. It usually takes about 3 business days for an item to arrive and you will be notified by email when it arrives. The PowerPoint presentation [Requesting Books](#) will show you how to request items from other libraries.

Library catalogs provide several search options: keyword searching (similar to using an Internet search engine), author searching, title searching, subject searching.
Periodical databases: index articles written in newspapers, magazines, and/or journals. Many databases now provide access to the full-text of many (but not all) of the articles they index. Library systems such as OhioLINK also provide crossover links to full-text articles in other databases.

Periodical databases can be either multidisciplinary—indexing articles from periodicals on many different subjects, such as Academic Search Complete or they can be subject-specific, such as Medline which focuses on journals in the biomedical sciences, and CINAHL which focuses on nursing and allied health journals. The Kettering College Library provides access to many periodical databases that can be accessed from the Find Articles page of the Kettering College Library website.

Not sure how to use a periodical database? The library provides access to a number of tutorials demonstrating how to search them.

Periodical databases usually offer a variety of search options including keyword, author, article title, journal title and subject.