

Name: _____
Period _____

Instructor: _____

This checklist is designed to help you plan you track down resources. There are many sources for finding information.

| Classroom | In the Community | Other |
|-------------------------|--------------------------------|-----------------------|
| _____ textbooks | _____ films/videos | _____ family |
| _____ books | _____ local libraries | _____ radio |
| _____ teacher | _____ current news sources | _____ television |
| _____ computer programs | _____ government services | _____ magazines |
| _____ other resources | _____ FAX to other resources | _____ other resources |
| _____ | _____ specialists in the field | _____ |
| _____ | | _____ |

Organizational Tools

AT Media Center

- _____ Media Center Web Page
- _____ books
- _____ dictionaries
- _____ encyclopedias
- _____ atlases
- _____ pamphlets
- _____ AVID for visual resources
- _____ periodicals

Steps to complete:

- _____ brainstorming
- _____ outlines
- _____ scanning for keywords
- _____ skimming for important content
- _____ research notes with page #s for reference
- _____ documented titles of sources

Tools

Make a check mark beside the tools you plan to use: I will record:

- _____ AT's Online Catalog
- _____ vertical file index and material in the file
- _____ online encyclopedias:
- _____ online dictionaries
- _____ thesaurus
- _____ table of contents in resource material
- _____ indexes in resource material
- _____ keyword for selecting material to read
- _____ headings to help get organized
- _____ online periodical databases
- _____ Internet resources
- _____ Reference interview the AT Media Center Staff
- _____ AT Media Center Web Page

Sources Used

- _____ author's name, title and page #s
- _____ call number

For each source consulted, I will:

- _____ citation with author, title, place of publication publisher and date of publication (copyright date), URL and Access date for online resources
- _____ skim for important content
- _____ make notes with page #s for quick reference
- _____ documented titles of sources consulted

I will organize a works cited list:

- _____ after consulting the style manual or format style required for this assignment