Open the Course Guide

A. Locate Some Background Information on Your Topic

Once you have chosen your topic, spend some time reading and compiling background information in our reference resources. This is an efficient way to help you become more familiar with the intricacies of your topic and will help compile useful information (keywords, key idea, people, important dates and concepts, etc.) to prepare you to conduct productive research.

- Ask the Reference Librarian to direct you to some of the **print and electronic resources** we have in the library collection which might include information on your topic

- Here are examples of some of the electronic resources available:
  
  - **CQ Researcher** ([researchguides.ben.edu/cq-researcher](http://researchguides.ben.edu/cq-researcher)) : An excellent source of in-depth, unbiased background material on contemporary topics such as health, social trends, criminal justice, international affairs, education, the environment, technology, the economy, and more.
How to cite *CQ Researcher*

Click on **Cite Now!**
- **Sage eReference** for Social Science topics (including the Environment, Psychology, Business, Social Issues and more)

Enter your search terms. Consider the auto-complete suggestions.

Click on a title to view the encyclopedia article.

Citation help is provided.

- **Gale Virtual Reference Library** for Humanities, Social Science, Science
B. Locating Books and E-books

Compose your search

Go to the library web page and select the **Books & Videos** tab.

Enter your search terms.

Here are some of the results of this search:

- **gun control**

Use the links in the sidebar to refine your search.
Locating print books

You’ll find the print books arranged by their **Call Numbers** on the lower level of the library.

Learn more about the [lower level of the library](#).

Citation Help

Click on a title for **citation help**.

Scroll to the bottom of the screen and click on **Cite this**

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**APA Citation**


**Chicago Style Citation**


**MLA Citation**

E-books

E-books offer you access to information 24/7. Some (but not all) eBook publishers provide useful features such as personal bookshelves that store links to a reader's highlights, notes, bookmarks, searching capabilities and more.
Search features

You can use the book’s index, or ...

…. use the search feature to look for information on your topic in the book.

Additional search features

Sign In to create an account so that you have access to things like the highlighting and notepad features.

Use the Search box to look for information on your topic in all the eBooks in this collection.

Help with eBooks

Suggestion: Watch the How to Videos on YouTube

Learn more about how to use all the eBook reader features in the libguide.

Learn more about how to use books and eBooks in the Benedictine Library here: researchguides.ben.edu/books
C. Interlibrary Loan

Need more material?
Expand your search to look for items in **All I-Share Libraries** – 80 Illinois academic libraries.

**Note** that you can limit your search to only the electronic resources you can access.

Click on a title to borrow a book on Interlibrary Loan.

Look at the bottom of the screen to see if the item can be requested on Interlibrary Loan.

Check if item can be requested.
You will need to log in to request materials.

You must be logged in first.

Login

To login, enter your barcode number. **This is the 14-digit number on the back of your BenCard.**

Your number is **2281100** followed by your 7-digit b-number (without the "b"). For example: 22811001234567

On the Library web page, select **Interlibrary Loan** to learn how to create an I-Share account and to learn more about the Interlibrary Loan service.
D. Search for Government Documents

You can also use the Government Documents Research Guide (researchguides.ben.edu/gov-docs) to locate additional government publications:

1) Select USA.gov

2) Select GovInfo

3) Add site:.gov to your Google search

1) USA.gov

Enter your search terms

[PDF] Breaking down the gender wage gap
www.dol.gov/wb/media/gender_wage_gap.pdf

Significant racial wage gaps on top of the gender wage gap. To ensure the health of our economy and the economic security of our nation’s families... 

Five Facts About the Gender Pay Gap | whitehouse.gov
obamawhitehouse.archives.gov/blog/2015/04/14/five-facts-about-gender-pay-gap

One reason the gender wage gap has narrowed faster among younger women is that between 1980 and 2013, the median age of first birth rose from 22.6 to...

[PDF] Gender Pay Inequality

- The gender pay gap varies widely across states, from a low of 10 percent in Washington, DC, to a high of 35 percent in Louisiana. - Women's median...
2. GovInfo

3. Search Google (site:.gov)