

## Ask a Librarian

1. Librarians are there to help you. However, they need some information to be able to help you easily.
2. Remember your librarian is not taking your course, and does not have the same background you have.
3. The librarian might not be familiar with the exact subject. So, if your question is how to find information about **abscissin**, be prepared to explain what **abscissin** is.
4. Ask direct questions such as “I need information on cell phones.”
5. Explain how you are going to use the information – for research, for a trip, for a purchase, to help identify a problem.
6. Know the spelling of the word or term, if possible. If you do not know how to spell the word, offer to work with the librarian to look it up.
7. Tell a little about the research you are doing and your purpose. For instance: “I have never used a library”, “I have never done a research paper before”, “I am not sure how to use the library catalog”, “I don’t know how to find the books”, “I am not sure what database to use.”, “I am not sure how to find information in a database.”
8. Let the librarian know when you must have the information.