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# Library Research

H A N D B O O K

*Third Edition*

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**Business, Humanities, and Social Sciences Department**

University of Hawaii at Manoa Library

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First edition, February 2002

Second edition, August 2003

Second edition, revised, September 2004

Third edition, June 2007

For online copies (PDF) of the *Handbook* see:

<http://www.hawaii.edu/emailref/instruction/blrh/>

Visit the Library Essentials web site for more information on  
developing your library research skills:

<http://manoa.hawaii.edu/libraryessentials/>

## Preface

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Work started in March 1999 with a proposal to design a handbook as a substitution for the traditional "fifty-minute" library instruction workshops, which were eliminated in the mid-1990s due to the extreme downsizing of the Business, Humanities, and Social Sciences Department of the library. We are pleased to offer this handbook in February 2002 after a three-year process that has taken us through the construction of a new building, the renovation of the old building, and the implementation of a new online library system.

We would like to thank Elaine Schultz for early drafts of the chapters on "Finding Articles" and "Documentation;" David Flynn for the cover design; Judy Swanson (Cal Poly State University, San Luis Obispo) for the use of selected graphics; and all the members of the department who helped critique and produce the handbook.

Ross Christensen  
*December 2002*

Theodore Kwok  
*December 2002*

## Note to the Second Edition

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The first edition of the *Basic Library Research Handbook* was published in February and slightly revised in December 2002. The *Handbook* has been extremely popular, with over 2,000 copies distributed to students during the Fall 2002 semester. A faculty survey in January 2003 overwhelmingly affirmed its need. We are also pleased that the University Administration requested an exhibit copy of the *Handbook* for the Western Association of Schools and Colleges (WASC) evaluation team's visit in 2003.

We take pleasure in offering this second edition and renewing our appreciation for suggestions from students and colleagues. Special thanks goes to Ross Christensen, Humanities Librarian, who co-authored the *Handbook* and remains an integral part of its development; Niyati Ni, reference librarian, for her reading of the previous edition; and to all other members of the department who helped prepare this edition. This edition presents new examples and a host of small corrections and updates, reflecting the changes in library resources and services.

We hope that we have provided a thorough introduction to the basic principles of library research without overburdening the user. There is much more to library research, and even more to research in specific disciplines, than can be offered here.

Theodore Kwok  
*August 2003*

## **Note to the Third Edition**

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The third edition of the *Basic Library Research Handbook* coincides with the establishment of Library Essentials program developed by Ross Christensen and Vickery Lebbin.

It has been five years since the *Handbook* was first published and we again take pleasure in offering this new edition and expressing our appreciation for the positive response over the years from students, faculty, and colleagues. Special thanks goes to Ross Christensen, co-author of the *Handbook*; to Suzanne Uratani for her copy editing; and to all other members of the department who helped prepare this edition.

Theodore Kwok  
*June 2007*