Below are the steps I take to do keyword searches in the library’s system, Summon (which can be searched from the library’s homepage).

Questions? Email Shannon Robinson, Liaison Librarian for Media Arts + Design, at smr87@drexel.edu.

Mapping the Terrain
This will prepare you for developing a contextual review of your topic.

  Mapping
  Write your broad topic in the center of the paper. Begin filling in the blank space with words & phrases that come to mind. Write what you already know but also what you don’t know - what you want to find out.

  Clustering
  Reflect on what you have written. Cluster words & phrases by circling those that relate & drawing lines to connect them.

Contextual Review
Use your map to research various aspects of your topic in Summon. This will help you develop a broad review of the literature to pull from for your assignment.

1. **Search**
   Conduct basic keyword(s) search in Summon.

2. **Read abstracts**
   If available; if no abstract or snapshot is available, quickly scan the source to determine its potential value.

   To view abstracts, click on Preview in the results.

3. **Explore subjects**
   Write down any new terms that relate to one of your clusters. Write down terms that generate new ideas or questions.

   Subjects are also under Preview in the results!

   **Subjects:** Eileen Gray, bioclimatic simulation, ARCHITECTURE, Architecture, Shades

4. **Save sources of potential value**
   Use the Summon folder. Are there books in the library? Write down call numbers + locations. No full text? Use interlibrary loan.
5. **Refine your search**

Use the filters on the left side of the Summon results.

**Content Type** - click More - I usually eliminate newspaper results!

**Publication Date** - Do you need the most recent scholarship? Is your topic related to current events or is it about a topic that has rapid change (such as technology)? You might limit your date range.

**Discipline** - click More + examine disciplines. This filter will show you results from books + journals in that discipline. How is your topic covered in various disciplines? It’s an easy way to see results without changing your keyword search.

See how these refining tools change your search results. Repeat steps 2-4.

6. **Do it again**

Repeat step 1 with new key terms.

7. **Email Summon results to yourself**

Explore your saved sources. Look for these elements of a source to determine the authority + quality of the source.

- Author qualifications
- Author bias or point of view
- Source date
- Source publisher
- Purpose of the source
- Intended audience of the source

**Articles Checklist**
- article title
- author(s)
- journal title
- volume, issue & pages
- method of access
- your notes

**Books Checklist**
- book title
- author(s)
- publisher and year
- method of access
- in print? call number & location
- your notes

**Images Checklist**
- description of image or title
- image creator
- date & type (photo, drawing)
- copyright holder
- resolution, clarity for presentation
- your notes

mapping the terrain and contextual review derived from Carole Gray and Julian Malins’ *Visualizing Research: A Guide to the Research Process in Art and Design*