Other useful library guides:

1. Library guide, no.12:
   Citing references using Harvard style

2. Library guide, no.14:
   Online E-Databases

3. Library guide, no.18:
   Arrangement of Library Collections

4. Library guide, no.19:
   Subject Guide to Library Collections

5. Library guide, no.42:
   Library Catalogue User Guide

6. Library guide, no.47:
   E-Resources User Guide

Guides are also available online at:
http://library.sunway.edu.my/?q=libraryguides

Please take note that this is only a brief guide. For hands-on skills, you need to sign up for an Information Skills Workshop conducted by the Library.

If you encounter any problems in finding library materials or wish to request for a workshop, please contact Help Desk or the Reference Division at:

Help Desk:
Tel: 03-74918622 ext. 7050 / 7051

Reference Division:
Tel: 03-74918622 ext. 7054 / 7055 / 7056
Start

Step 1
Start by listing concepts and ideas. (e.g. E-commerce, Internet Marketing, E-Marketing)

Step 2
Look up Encyclopedias and Dictionaries to understand the subject. e.g. Credo Academic Core or Encyclopedia Britannica. Go to: http://library.sunway.edu.my/?q=edatabase/title

Step 3
Search for materials in the Library.
- Go to the LIBRARY Homepage at: http://library.sunway.edu.my
- Search the resource locators listed under E-Resources:
  - Library Catalogue: Search for books, journals, audiovisual materials.
  - E-Databases: Browse by titles, types or subjects of databases to search.

Step 4
Search for information from the Internet. Refer to: Finding Information on the Internet: http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Findinfo.html

Step 5
Use references in books and articles to get more materials.

Step 6
Is the information sufficient to write your assignment?
- YES: Start writing your assignment.
- NO: Consult the Help Desk Librarian or Reference Division near the Help Desk.