NOTE: TO DIRECTLY ACCESS THE RESOURCES APPEARING ON THIS GUIDE, PLEASE SELECT THE ONLINE VERSION OF THE GUIDE AT http://www.converse.edu/academics/mickel-library/research/library-research-guides/ AND CLICK ON THE LINKS.

General Tips for Searching E-resources (Note: These techniques usually work with online catalogs, periodical databases, reference databases, search engines, and other standard library resources):

- To search for phrases, enclose them within double quotation marks:
  - “south carolina”

- To search for multiple endings of words, use an asterisk in place of the variant endings. This technique is known as “truncation.”
  - paint* (retrieves “painting,” “paintings,” “painter,” “painters,” etc.)
  - environment* (retrieves “environment,” “environments,” “environmental,” “environmentalists,” etc.)

- To find all terms, use the “and” command. This command narrows your search.
  - recycl* and “green glass”
  - NOTE: Certain resources (e.g., Google products) assume an “and” between multiple search terms, so you don’t need to include one there.

- To find synonymous/equally acceptable terms, use the “or” command (and enclose the phrase within parentheses). This command broadens your search.
  - recycl* and (“green glass” or “brown glass” or plastic)

- use caps or lower case

Finding Reference/Background Materials

- You might want to browse the Reference Area in these areas:
  - Psychology: 150’s
  - Medicine: 610’s
  - Art: 700’s
  - Education: 370’s

- You might also want to consider the electronic reference sources listed on the “Art Therapy” page within the library’s “E-resources by Subject” section: (http://www.converse.edu/academics/mickel-library/research/e-resources-subject/art-therapy). Credo and Oxford Reference, both of which comprise hundreds of reference “books” on all subjects, are especially useful.
Internet: The open Internet offers a great deal of information, but also a great deal of misinformation. To find reputable web sites arranged by broad subjects, you might want to try this:

- **Ipl2 (Internet Public Library)** ([http://www.ipl.org/](http://www.ipl.org/))

**Finding Books**

- To find (printed) books in Converse’s Mickel Library, use the Mickel Library Catalog ([http://marie.converse.edu/screens/opacmenu.html](http://marie.converse.edu/screens/opacmenu.html)):
  - “Subject” searches: use when searching for a single concept and you know the correct subject heading, e.g.,
    - attention deficit hyperactivity disorder
    - art therapy
  - “Keyword” searches: use when combining multiple concepts and/or you don’t know the correct subject heading(s), e.g.,
    - “couples therapy”
    - grief or griev* or mourn*

- To find eBooks, use the eBook Collection (EBSCOhost) and EBOOK Central (ProQuest) on the EBooks page ([http://www.converse.edu/academics/mickel-library/research/e-book-databases/](http://www.converse.edu/academics/mickel-library/research/e-book-databases/)).

- To find books in college/university libraries in South Carolina, use PASCAL Delivers ([http://www.pascalcat.org/](http://www.pascalcat.org/)).

- To find books in libraries throughout the U.S. use WorldCat ([http://www.worldcat.org/](http://www.worldcat.org/)).

**Finding Periodical Articles**

- **General/Multidisciplinary Databases**
  - **Academic Search Complete** ([http://0-search.ebscohost.com.marie.converse.edu/login.aspx?authtype=ip.uid&profile=ehost&defaultdb=a9h](http://0-search.ebscohost.com.marie.converse.edu/login.aspx?authtype=ip.uid&profile=ehost&defaultdb=a9h)) – covers over 12k magazines and academic journals in all disciplines; more than 8k of these titles include the complete text of the articles.
    - Sample search:
      - Note: This index defaults to a “keyword” search.
        - “art therapy” and (group or individual)

- **Subject-Specific Databases**
    - Sample search:
      - children and cancer and “art therapy”
“art therapy” and addict*

- PsycINFO/PsycARTICLES (http://0-search.ebscohost.com.marie.converse.edu/login.aspx?authtype=IP,uid&profile=psarticles) - PsycINFO covers thousands of journals in psychology and related disciplines. Includes citations and abstracts. PsycARTICLES provides full-text articles from 50+ of the journals indexed in PsycINFO.
  - Sample search:
    - “body image” and (“eating disorders” or anorexia or bulimia) and drawing*
    - “art therapy” and group and anxiety
    - “art therapy” and alzheimers
      - Or “art therapy” and (alzheimers or dementia)
    - “art therapy” and coping and (elderly or senior or geriatric)

Finding Out If Our Library Owns a Particular Periodical

- To find an article for which you’ve found only a citation, you’ll need to check two places, both of which will be linked here: http://www.converse.edu/academics/mickel-library/research/periodical-titles
  - Clicking the “E-Periodicals” link brings up CASE, a database that lists the periodicals the library owns in electronic format
    - Key in the title (or at least the first word or two of the title) in the box to the right of the box with the words, “Title Begins With.”
  - Clicking the “Print/Microform Periodicals” link brings up Mickel Library Catalog which lists all of the periodicals the library owns in either paper or microform formats
    - Search by journal title (not article title!)
- If you have any questions about finding an article, please contact one of the librarians for assistance.

Using InterLibrary Loan

- Once you’ve determined that our library doesn’t own an article or book, you have a couple of options for obtaining materials from other libraries.
  - For books, first check out PASCAL Delivers (http://www.pascalcat.org/), a statewide system that allows you to borrow books from other South Carolina colleges and universities; these books generally arrive in a few days!
  - For books not available through PASCAL and all other materials (such as journal articles), select “Interlibrary Loan” from this page, http://www.converse.edu/academics/mickel-library/library-services/interlibrary-loan-0, and log in. Please make sure that you select the correct form (e.g., Journal Article Request, Book Request) and fill it out as
completely as possible. Articles generally arrive within 2-7 business days, while books usually take 5-14 business days.

Mark A. Collier
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