NOTE: For an overview of the research process, see EMPOWER at http://library.wichita.edu/empower/.

- 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

- 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/)
• Books
  o To find (printed) books in Converse’s Mickel Library, use the Mickel Library Catalog (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*
  o To find eBooks, use the eBook Collection from EBSCOhost and eBrary eBooks on the EBook Databases page (http://www.converse.edu/academics/mickel-library/research/e-book-databases).
  o To find books in college/university libraries in South Carolina, use PASCAL Delivers (http://www.pascalcat.org/).
  o To find books in libraries throughout the U.S. use WorldCat (http://www.worldcat.org/).

• Periodical Articles
  o General/Multidisciplinary Databases
    ▪ Academic Search Complete (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:
        o Note: This index defaults to a “keyword” search.
          ▪ “art therapy” and (group or individual)
  o Subject-Specific Databases
    ▪ Psychology & Behavioral Sciences Collection (http://0-search.ebscohost.com.marie.converse.edu/login.aspx?authtype=ip ,uid&profile=ehost&defaultdb=pbh) - provides full-text articles from more than 550 journals (most of them peer-reviewed) in the social sciences. Full-text information in this database dates back to 1965.
      ▪ Sample search:
        o children and cancer and “art therapy”
        o “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](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/](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](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.