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 (arranged by academic discipline)” section. Credo and Oxford Reference, both of which comprise hundreds of reference “books” on all subjects, are especially useful.

Finding Books

- To find (printed) books in Converse’s Mickel Library, use the Mickel Library Catalog:
  - “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.
- To find books in college/university libraries in South Carolina, use PASCAL Delivers.
- To find books in libraries throughout the U.S. use WorldCat.

Finding Periodical Articles

- General/Multidisciplinary Databases
  - *Academic Search Complete* – 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
  - *Psychology & Behavioral Sciences Collection* - 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:
      - children and cancer and “art therapy”
      - “art therapy” and addict*

  - *PsycINFO/PsycARTICLES* - 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:
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, 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](#), 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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