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 exact phrases, enclose them within double quotation marks:
  - “south carolina”
- To search for multiple endings of words, use an asterisk/star in place of the variant endings. This technique is known as “truncation.”
  - educat* (retrieves “educate,” “educated,” “education,” “educational,” etc.)
  - environment* (retrieves “environment,” “environments,” “environmental,” “environmentalists,” etc.)
- To find all terms, use the “and” command. This command narrows your search.
  - sports and grades
  - 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.
  - sports and (grades or “academic achievement”)

**Finding Reference/Background Materials**

- Useful electronic reference sources are listed on the “Education” page within the library’s “E-Resources (arranged by academic discipline)” section.
- Relevant print books are located here in the library’s Reference Area:
  - Education: 370s
  - Psychology: 150’s

**Finding Books**

- To find 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.,
    - social studies – study and teaching (secondary) – united states
    - gifted children – education -- united states
“Keyword” searches: use when combining multiple concepts and/or you don’t know the correct subject heading(s), e.g.,
- teach* and elementary and math*
- teach* and “attention deficit”

- To find eBooks, use the eBook Collection from EBSCOhost and eBrury eBooks on the Ebooks page on our library’s web site.
- 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.
        - “school uniforms” and achievement

- Subject-Specific Databases
  - ERIC [Education Resources Information Center] – the most comprehensive index to education-related documents. Includes citations, abstracts, and often the full text of journal articles and other resources. Goes back to 1966.
    - Topic: Are word problems helpful in teaching math at the middle/junior high school level?
    - Search statement:
      - “word problems” and (math or mathematics) and ("middle school" or “junior high”)
  - Education Full Text – indexes over 700 journals in education and provides the full text of around 350 of these.
  - Professional Development Collection – indexes around 500 education journals, most of them peer-reviewed publications. Includes the full text of many of these journals.
  - PsycINFO/PsycARTICLES: - PsycINFO covers thousands of journals in psychology and related disciplines. Includes citations and abstracts. PsycARTICLES provides full-text articles from 70+ of the journals indexed in PsycINFO.
Finding Out If Our Library Owns a Particular Periodical

- To find the full text of 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 will arrive in just 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 you can. Articles generally arrive within 2-7 business days, while books usually take 5-14 business days.

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