LIBRARY RESEARCH GUIDE:
INTERIOR DESIGN
FALL 2024

General Tips for Searching Electronic 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.)
  - educat* (retrieves "educate," "educated," "education," "educational," 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 either caps or lower case.

Finding Reference/Background Materials
- You can find brief introductory articles in [Credo](#) and [Oxford Reference](#), reference databases made up of hundreds of individual reference works in all subject areas.
- Relevant print books are located here in the library's Reference Area:
  - Interior Decoration: 747's
  - Art: 700's

Finding Books
- To find books, both print and electronic, in Converse's Mickel Library, go to our [Discovery Service](#), type your terms in the search box, and select

"Converse Catalog"; to find borrow-able books in South Carolina college/university libraries, go to our [Discovery Service](#), type your terms in the search box, and select "PASCAL Delivers":

- hospitals and design
- churches and acoustics
- "assisted living" and kitchens

o To find citations to books in libraries throughout the U.S., use [WorldCat](#). Generally, these books are also borrow-able through our Interlibrary Loan service (see below).

o To find additional eBooks, use the library's Discovery Service and select "Articles, Books, and More." Then limit your search to "Books" as the "Resource Type" (note: in addition to eBooks, you'll also retrieve print books held in Converse's library.)

Finding Periodical Articles

o General/Multidisciplinary Databases

▪ *[Academic Search Complete](#)* - one of the world's largest multi-disciplinary databases. Provides indexing to over 12k periodicals (mostly magazines and scholarly journals) and also includes the full text of over 8k of these periodicals.
- Sample search:
  o lighting and schools
    ▪ then tweak to get:
  o lighting and "academic achievement"

o Subject-Specific Indexes

- *[Business Source Premier](#)* -- provides the full text from over 7k scholarly business journals (more than 1k of these are peer reviewed) and other sources. Also includes the full text (PDF) for more than 350 of the top scholarly journals dating back as far as 1922.
  o Sample search:
    ▪ See *Art Full Text* (below)

- *[Art Full Text](#)* - indexes over 400 art periodicals from 1984 to the present; from 1997 to the present, it includes the complete text of articles from around 150 of these periodicals.
  o Sample search:
    ▪ (color or colour) and "fast food" and restaurants and interior

- More general: (color or colour) and restaurants and interior
- Even more general: (color or colour) and restaurant*

Finding Out If Our Library Owns a Particular Periodical

- To find complete articles for which you've found only a citation or abstract, you'll first want to click the "Periodicals by Title" link on the library's home page (in the "Research" section, within the "Discovery Service" category). Key in some or all of the periodical's title (NOT the title of the article itself), and you'll see a listing of periodicals the library owns in electronic format as well as those it owns in print/physical format. For those in electronic format, their records will provide links to the database(s) that include(s) them. Occasionally these records will be incorrect or confusing; if you have any trouble determining whether the library has access to a particular periodical article, please contact us through the "Ask a Librarian" service.

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 S.C. college and universities; these books arrive in about a week!
  - For **books not available through PASCAL and all other materials (such as journal articles)**, click on "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 in all the information you have. Articles generally arrive within 2-7 business days, while books usually take 5-14 business days.

Mark A. Collier
Fall 2024