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.

- Reference/Background Materials
  - You might want to browse the Reference Area in these areas:
    - Interior Decoration: 747’s
    - Art: 700’s
    - Etc.
  - You might also want to consider the electronic reference sources listed on the “Interior Design” page within the library’s “E-Resources (arranged by academic discipline)” section.

- Books
  - To find books in Converse’s Mickel Library, use “Mickel Library Catalog”:
    - “Subject” searches: use when searching for a single concept and you know the official, Library of Congress-designated subject heading(s), e.g.,
• color in interior decoration
• church decoration and ornament
• hospital architecture
• hospital design and construction

■ “Keyword” searches: use when combining multiple concepts and/or you don’t know the subject heading, e.g.,
• color and interior and (decorat* or design*)
• hospital and (architecture or design)
  o To find eBooks, use the eBook Collection from EBSCOhost and eBrary eBooks on the EBook Databases page on our library’s web site:
  o To find books in college/university libraries in South Carolina, use PASCAL Delivers.
  o To find books in libraries throughout the U.S., use WorldCat.

• Periodical Articles
  o General/Multidisciplinary Databases
    ■ Academic Search Complete
      • 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*

• InformeDesign http://www.informedesign.org – a collaboration between the American Society of Interior Designers and the University of Minnesota, this web site provides summaries of articles from over 200 empirically oriented journals covering interior design.
  o Sample search:
    ■ Lighting retail
• **Finding Out If Our Library Owns a Particular Periodical**
  
  o 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 the Mickel Library Catalog which will list 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**
  
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  • 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.