
General Tips for Searching E-resources
(Note: The following 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”
  - “civil war”

- To search for multiple endings of words, use an asterisk/star in place of the variant endings. This technique is known as “truncation.”
  - revolution* (retrieves “revolution,” “revolutions,” “revolutionary,” etc.)
  - educat* (retrieves “educate,” “educated,” “education,” “educational,” etc.)

- To find more than one term, use the “and” command. This command narrows your search.
  - mines and coal and unions
  - NOTE: Certain resources (e.g., Google) 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):
  - (plagues or epidemics)

Finding Reference/Background Materials

- Useful electronic reference sources are listed on the “History” page and the “Politics” page within the library’s “E-Resources (arranged by academic discipline)” section. Credo, Oxford Reference, and Biography in Context, all of which comprise hundreds of reference books on all subjects and historical figures, are also very useful.

- Relevant print books are located here in the library’s Reference Area:
  - World History: 900s
  - European History: 940s
- U.S. History: 973s
- Asian History: 950s
- Political Science: 320s

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 Library of Congress subject heading, e.g.,
    - world war, 1914-1918 – campaigns – middle east
    - aristotle – contributions in political science
  - “Keyword” searches: use when combining multiple concepts and/or you don’t know the correct subject heading, e.g.,
    - “political prisoners” and vietnam
    - women and appalachia*
- To find recent eBooks, use the eBook Collection (EBSCOhost) and Ebook Central (ProQuest) on the Ebooks page on our library’s web site; to find public domain literature, use one of the resources on this page.
- To find books in college/university libraries in South Carolina, use PASCAL.
- To find books in libraries throughout the U.S., use WorldCat.

Finding Articles in Scholarly Journals
- Academic Search Complete – indexes over 12k periodicals (mostly academic journals, but some popular magazines as well); over 8k of these titles include the complete text of the articles.
  - Sample search:
    - sherman and “civil war” and “south carolina”
- JSTOR – full-text coverage of OLDER issues (generally at least 5 years old) of core academic journals.
  - Sample search:
    - Note: this database is NOT searchable by subject terms or descriptors; try “item title” searches or “full text” searches instead.
    - machiavelli and corrupt* [in “item title”]
- Humanities Full Text – indexes hundreds of core journals in the humanities, and provides the complete text from almost half of these titles.
  - Sample search
    - “american christian temperance union”
- Social Sciences Full Text – indexes over 600 core journals in the social sciences and provides the full text of many of these titles.
  - Sample search:
    - voters and “social classes” and “united states”
Finding Out If Our Library Owns a Particular Periodical

- To locate 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 “Title Begins With.”
  - Clicking the “Print/Microform Periodicals” link brings up the 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 S.C. colleges and university libraries; these books arrive in about a week!
  - *For books not available through PASCAL and all other materials (such as journal articles)*, select “Interlibrary Loan” and log in. Please make sure 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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