NOTE: For an overview of the research process, see EMPOWER at http://library.wichita.edu/empower/.

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”
  - “euphotic zone”

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

- To find more than one term, use the “and” command. This command narrows your search.
  - “co-evolution” and ammonoidea
  - 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):
  - (“avogadro constant” or “avogadro’s number”)

• Reference/Background Materials
  - Useful electronic reference sources are listed on the “Biology” page, the “Biochemistry” page, the “Chemistry” page, and the “Physics” 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.
  - Relevant print books are located here in the library’s Reference Area:
    - Science (General): 500s
    - Biology/Life Sciences: 570s
    - Botany: 580s
    - Zoology: 590s
    - Chemistry: 540s
    - Astronomy: 520s
    - Physics: 530s

• 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.,
  - rain forests
  - chemistry, forensic
- “Keyword” searches: use when combining multiple concepts and/or you don’t know the correct subject heading, e.g.,
  - rainforests or “rain forests”
  - forensic* and (biolog* or chemi*)

  o To find eBooks, use the eBook Collection from EBSCOhost and eBray eBooks on the Ebooks page on our library’s web site.
  o To find books in college/university libraries in South Carolina, use PASCAL.
  o To find books in libraries throughout the U.S., use WorldCat.

- Articles in Scholarly Journals
  - General/Multidisciplinary Databases
    - 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:
        - (rainforests or “rain forests”) and (divers* or biodivers*) and tropical
    - General Science Full Text – indexes around 400 core scientific journals and provides the full text of articles from about 100 of these.
      - Sample search:
        - “doppler effect” and reflection
    - Science: The World’s Leading Journal of Scientific Research, Global News, and Commentary – includes the complete text of articles from this journal dating back to 1996.
      - Sample search:
        - “coefficient of friction”
  - Subject-Specific Databases
    - BioOne Complete – full text database of 200 leading journals in biological, ecological, and environmental sciences
      - Sample search:
        - Sarcophilus harrisii and lymphoma

- Note: Additional databases can be found on the pages for Biology, Chemistry, and Physics in the “E-Resources (arranged by academic discipline)” section.

- Databases held by other area libraries:
  - Wofford:
    - ACS Publications
    - ScienceDirect
• USC Upstate
  o Oceanic Abstracts
  o Plant Science
  o ScienceDirect
  o Web of Science
  o etc.

• 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 on the Periodicals Available at Converse page.
    o 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.”
    o 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. college and university libraries; these books arrive in just a few days!
    • 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.