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”
  - “abbey theatre”

- To search for multiple endings of words, use an asterisk/star in place of the variant endings. This technique is known as “truncation.”
  - metaphor* (retrieves “metaphor,” “metaphors,” “metaphorical,” etc.)
  - drama* (retrieves “drama,” “dramas,” “dramatic,” etc.)

- To find more than one term, use the “and” command. This command narrows your search.
  - beckett and pessimis*
  - 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):
  - (monologue or soliloquy)

**Reference/Background Materials**

- Useful electronic reference sources are listed on the “Theatre” page and on the “Dance” page within the library’s “E-Resources (arranged by academic discipline)” section. *Gale Literary Resources*, a hybrid database including reference books as well as journal articles and book reviews and monographs, etc. features especially rich coverage of the literary aspects of theatre. *Credo* and *Oxford Reference*, both of which comprise hundreds of reference “books” on all subjects, are also very useful in theatre and dance.

- Relevant print books are located here in the library’s Reference Area:
  - Performing Arts: 790-792s
  - Literature: 800
  - English Literature: 820s
  - American Literature: 810s
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.,
    - Miller, Arthur, 1915-2005 -- criticism and interpretation
    - Homosexuality and literature
  - “Keyword” searches: use when combining multiple concepts and/or you don’t know the correct subject heading, e.g.,
    - (homosexual* or gay) and (theatre or theater or plays)
    - Arthur and miller and masculin*
- To find recent academic eBooks, use the eBook Collection from EBSCOhost and eBrary eBooks on the Ebooks page on our library’s web site; to find public domain literature, use one of the resources listed under “Open Access E-Books” on this same page.
- To find books in college/university libraries in South Carolina, use PASCAL.
- To find books in libraries throughout the U.S., use WorldCat.

Articles in Scholarly Journals
- Subject-Specific Databases
  - MLA International Bibliography – indexes thousands of journals (etc.) dealing with literature and language.
    - Sample search:
      - Iphigenia and (famil* or siblings)
  - Gale Literary Sources – includes, among many other kinds of documents, articles from scholarly journals.
    - Sample search:
      - beckett and absurd*
- 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:
      - Albee and Edward and marriage
  - 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 “title” searches or “full text” searches instead.
        - “morality plays” [in “item title”]

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 go to the “Periodicals Available at Converse” page and try both options listed there:

- Clicking the “E-Periodicals (in databases)” 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 Periodicals, Microform Periodicals, and Individually Subscribed E-Periodicals” link brings up the Mickel Library Catalog, which lists all of the periodicals the library owns that fall into any of these categories.
  - Search by Journal Title (not article title!).

If you have any questions about finding an article, please contact one of the librarians for assistance.

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” on our “Interlibrary Loan/PASCAL Delivers” page 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.

Mark Collier
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