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”
  - “blank verse”
- 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.)
  - educat* (retrieves “educate,” “educated,” “education,” “educational,” etc.)
- To find more than one term, use the “and” command. This command narrows your search.
  - mann and “platonic love”
  - 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):
  - (novel or novella)

Finding Reference/Background Materials

- Useful electronic/reference sources are listed on the “French” page, the “German” page, and the “Spanish” 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 literature. *Credo* and *Oxford Reference*, both of which comprise hundreds of reference “books” on all subjects, are also very useful.
- Relevant print books are located here in the library’s Reference Area:
  - Literature: 800s
  - French Literature: 840s
  - German Literature: 830s
Spanish Literature: 860s

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.,
    - garcia marquez, gabriel, 1927-2014 -- criticism and interpretation
  - “Keyword” searches: use when combining multiple concepts and/or you don’t know the correct subject heading, e.g.,
    - dogs and (literature or fiction or novel* or “short stor*”)
    - goethe and romantic*
- 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 databases listed under the “Open-Access E-Books” section of this page.
- To find books in college/university libraries in South Carolina, use PASCAL on the “Other Library Catalogs” page.
- To find books in libraries throughout the U.S., use WorldCat on the “Other Library Catalogs” page.

Finding Articles in Scholarly Journals

- Subject-Specific Databases
  - MLA International Bibliography – indexes thousands of journals (etc.) dealing with literature and language.
    - Sample search:
      - baudelaire and (urban* or cities)
  - Gale Literary Sources – includes, among many other kinds of documents, articles from scholarly journals.
    - Sample search:
      - (quixote or quijote) and music
- 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:
      - Note: this resource defaults to a “keyword” search.
      - “vargas llosa” and style
  - JSTOR – full-text coverage of OLDER issues (generally at least 4 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.
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.

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 on our “Interlibrary Loan/PASCAL Delivers” page. This is a statewide system that allows you to borrow books from other S.C. colleges and university libraries; books arrive in just a few days!
  - For books not available through PASCAL and all other materials (such as journal articles), go to “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.