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”
  - “camera obscura”

- To search for multiple endings of words, use an asterisk/star 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 more than one term, use the “and” command. This command narrows your search.
  - degas and women
  - 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):
  - degas and (danc* or ballet or ballerina*)

• Finding Reference/Background Materials
  - Useful electronic reference sources are listed on the “Art History” page within the library’s “E-Resources (arranged by academic disciplines)” 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:
    - Art: 700’s
    - Sculpture: 730’s
    - Drawing and Decorative Arts: 740’s
    - Painting: 750’s
    - Graphic Arts: 760’s
    - Photography: 770’s
• Finding Books
  o To find (printed) books in Converse’s Mickel Library, use the 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.,
      o cassatt, mary 1844 1926 -- criticism and interpretation
      o mary, blessed virgin, saint -- art
      o animals in art
    ▪ “Keyword” searches: use when combining multiple concepts and/or you don’t know the subject heading, e.g.,
      o “monumental sculpture”
      o (postmodern* or concept*) and art
  o To find eBooks, use the eBook Collection from EBSCOhost and Ebook Central (ProQuest) on the Ebooks page.
  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.

• Finding Periodical Articles
  o 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.
    ▪ Sample searches:
      o kara and walker and stereotyp* and (race or races or racial)
      o homer and winslow and (sea or ocean)
  o Academic Search Complete -- one of the world’s largest academic multidisciplinary databases, Academic Search Complete provides indexing to over 12k periodicals (the majority are peer-reviewed journals) and includes the full text of over 8k of these.
    ▪ Sample search:
      o (“still life” or “still lives”) and painting and (contemporary or modern)
  o JSTOR -- full-text coverage of OLDER issues (generally at least 5 years old) of core academic journals.
    ▪ Sample search:
      o Note: this database is NOT searchable by subject terms or descriptors; try “item title” or “full text” searches instead
      o Matisse and colors (in “item title”)
• **Finding Out If Our Library Owns a Particular Periodical**
  
  - To find an article for which you’ve found only a citation and/or an abstract, you’ll need to click the “Periodicals Available at Converse” link on the library’s home page:
  - Click on “E-Periodicals (in databases)” and key in the title of the journal (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.” If the periodical is included in any of the databases the library owns, it will appear in a list informing you of the databases that include it and which issues they include.
  - If you don’t find the periodical via the “E-Periodicals (in databases)” link, click on “Print Periodicals, Microform Periodicals, and Individually Subscribed E-Periodicals” and search by “title” for the periodical title (not the title of the *article*). If the library owns the periodical in any of these formats, its record will appear here and provide information on the periodical’s format and the range of years for which the library owns it.
  - If you have any questions about finding an article, please contact one of the librarians.

• **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 South Carolina college and universities; these books generally 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 that 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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