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,” “educatio etc.)
- To find more than one term, use the “and” command. This command narrows your search.
  - whitman and pantheis*
  - 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 “English” page within the library’s “E-Resources (arranged by academic discipline)” section. Artemis Literary Resources, a hybrid database including reference books as well as journal articles and book reviews and monographs, etc. features especially rich coverage of English 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
  - English Literature: 820s
  - American Literature: 810s

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.,
- Shakespeare, William, 1564-1616 -- criticism and interpretation
- dogs in literature

“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*)
- shakespeare and humor

To find recent eBooks, use the eBook Collection from 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
- Subject-Specific Databases
  - *MLA International Bibliography* – indexes thousands of journals (etc.) dealing with literature and language.
    - Sample search:
      - “sailing to byzantium” and yeats and image*
  - *Gale Literary Sources* – includes, among many other kinds of documents, articles from scholarly journals.
    - Sample search:
      - beckett and pessimis*

- 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.
      - “canterbury tales” and (humor* or laugh*)
  - *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.
      - hardy and fate [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 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” from this 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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