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”) ("avogadro constant" or "avogadro’s number")

Finding Reference/Background Materials

- You can find brief introductory articles in Credo and Oxford Reference, reference databases made up of hundreds of individual reference works in all subject areas.
- 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

Finding Books

- To find books, both print and electronic, in Converse’s Mickel Library, go to our Discovery Service, type your terms in the search box, and select “Converse Catalog”; to find borrow-able books in South Carolina college/university libraries, go to our Discovery Service, type your terms in the search box, and select “PASCAL Delivers”:
• rainforests or “rain forests”
• forensic* and (biology* or chemi*)

• To find citations to books in libraries throughout the U.S., use WorldCat. Generally, these books are also borrow-able through our Interlibrary Loan service (see below).

Articles in Scholarly Journals
• General/Multidisciplinary Databases
  o 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.
      • (rainforests or “rain forests”) and (divers* or biodivers*) and tropical

• Subject-Specific Databases
  o BioOne Complete – full text database of 200 leading journals in biological, ecological, and environmental sciences
  o 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
  o Biological & Agricultural Index Plus – indexes almost 400 journals, over 100 of them including full-text articles, covering all aspects of biology and agriculture.
  o Agricola – provides citations to articles, but NOT full-text articles, from agriculture-related documents.
  o GreenFILE – provides information on the environment from academic, government, and general interest resources; most references include ONLY ABSTRACTS of the articles.
  o PLOS [Public Library of Science] – made up of open-access biological and medical journals
  o Science Reference Center – comprises science encyclopedias, reference books, and periodicals

• Databases held by other area libraries:
  o Wofford:
    ▪ ACS Publications
Finding “Everything”
Use the library’s Discovery Service to search MILLIONS of journal articles, books, book chapters, etc. In the search box, key in your search terms and select “Everything.”

Finding Out If Our Library Owns a Particular Periodical
- To find complete articles for which you’ve found only a citation or abstract, you’ll first want to click the “Periodicals Available at Converse” link on the library’s home page (under “Research” and then “Other Resources”). Key in some or all of the journal’s name (NOT the title of the article itself), and you’ll see a listing of periodicals the library owns in electronic format as well as those it owns in print/physical format. For those in electronic format, their records will provide links to the database(s) that include(s) them. Occasionally these records will be incorrect or confusing; if you have any trouble determining whether the library has access to a particular journal article, please contact us through the “Ask a Librarian” service.

- 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 a book or article (etc.) that you need, you’re encouraged to go through our Interlibrary Loan service to get it (we can borrow from among millions of resources held by thousands of libraries across the country).

- From the library’s homepage, click on “Interlibrary Loan Requests” and then log in. Select the correct form for the type of resource you’re requesting and fill it out as completely as you can. Articles generally arrive – sometimes in electronic format, sometimes in photocopied print format - within 2-7 business days. Books generally take a little longer: 5-10 business days.

Mark Collier
Fall 2020