Learning Outcomes: By the end of your library class you will be able to locate books and articles on your topic using the library catalog and periodical databases. You will also be familiar with subject-related encyclopedias.

**Finding Research and Subject Guides**

- Start with the Library’s research guides
  - Go to the Library’s home page: http://libraries.umw.edu
  - Under “Get Help” at right click on “Research Guides”
  - Click on “English” from the menu
    - See the various tabs at the top.
  - See also the “Citing Resources” guide from the “All Guides” section (after clicking on “Research Guides”)

**Finding Background Material (subject encyclopedias and other reference works)**

- Define and narrow your topic; provide background material.
- Provide lists of other significant resources (that is, bibliographies).
- See UMW Libraries English web page (http://libguides.umw.edu/engl) for a list of some useful titles.

**Finding Books (click on “Catalog” from Library home page, http://libraries.umw.edu)**

- Find books by author (last name first), title, and subject headings (Browse Search).
- Find books through keyword searching (Advanced Search)
  - Keywords: Words or phrases located anywhere in a record.
  - Useful for combining terms or when you are unsure of correct terms.
- Books are shelved by call number: A – L (third floor) and M – Z (second floor).
- Reference books are on the first floor near the Reference Desk.

**Finding Articles (click on “Locating Articles” on the English subject guide, http://libguides.umw.edu/engl)**

- Links to English-related databases and other resources that provide abstracts of articles (summaries) and full-text articles are available in the “Locating Articles” section of the UMW Libraries English subject guide (http://libguides.umw.edu/engl).
- Consult the Journal Finder for online full-text holdings of periodicals
  - From the Library’s home page, click on “Find a Journal” in the “How Do I?” column at the right or click on “Journals” on the blue tabs at the top.
Finding Books, e-books, and Articles (click on “Quest” from Library home page, http://libraries.umw.edu/)

**Quest: The EBSCO Discovery Service**
- A UMW search tool that allows users to find print and online resources through a single interface.
- Locates books, e-books, articles from journals/magazines/newspapers, DVDs, and much more—all with just one search. (Note: Not all of the Library’s databases are covered in the Quest search.)
- Click on the full-text link (such as “Check for full text”) to see if a periodical article not full text is available in another database or is in the Library’s collection.

**Covered in Quest Are:**

**Academic Search Complete** (coverage varies; as far back as the 1880s to date)
- Includes thousands of full-text academic journals and periodicals in a wide variety of disciplines.
- Can click on “Choose Databases” to add additional databases, such as *Humanities Full Text, Humanities International Complete, Humanities and Social Sciences Index Retrospective, 1907-1984; MasterFILE Premier, OmniFile Full Text Mega*, and *Women’s Studies International*.

**Artemis Literary Sources** (coverage varies)
- A full-text resource offering biographical and bibliographical information on living and deceased worldwide authors and their works.
- An advanced search enables users to construct searches using a variety of criteria.
  - For a title of a work, use “Name of Work” from the drop-down menu.
  - For an author, use “Person by and About” from the drop-down menu.
    - Scroll down or see left column for “content types” (biographies, literature criticism, topic and work overviews, etc.).
  - To add a word or phrase to focus your search, use “Keyword” from drop-down menu.

**JSTOR** (1800s to the last 1-5 years)
- A full-text collection of scholarly journals in a wide variety of disciplines.

**Project Muse** (coverage varies; mostly 1995 to date)
- Provides online access to more than 400 scholarly journals in the humanities, arts, and social sciences.

**Not Covered in Quest Is:**

**MLA International Bibliography** (1926 to date)
- The leading annual bibliography of books and articles on literature, languages, folklore, and related topics.

**Database Search Tips**
- Use subject headings to focus your search.
- Use quotation marks to search for an exact phrase (e.g., “Civilian employees in law enforcement”).
- Use AND to narrow your search (e.g., Civil War and diaries).
- Use OR to broaden your search (e.g., films or motion pictures or movies).
- Use truncation (*) to obtain all words beginning with your keyword (e.g., immigra* will retrieve works with immigration, immigrating, or immigrant in them).