Web versions of this and other Database Guides are available at http://www.marymount.edu/lls/tips/index.html

The Literature Resource Center provides biographies, critical analysis, and bibliographies for authors, genres, and themes from all literary disciplines and time periods. It includes abstracts and links to full text.

**Searching Options**

**A. Literature Resource Toolbar**

The default search option is **Advanced Search**. To move from the Advanced Search screen, click on a button in the toolbar at the top of the screen.

**B. Advanced Search**

With Advanced Search you may enter up to three search terms in the entry boxes. Use the drop-down menus to limit your search and connect search terms using Boolean operators.

NOTE: To search for an individual work, search by the title of the work and Person-By or About. For example, to find Jane Austen’s *Mansfield Park*, search by Person-By or About (Jane Austen) AND name of work (Mansfield Park).

**TIP:** Search options marked with an asterisk (*) indicates a browsable index. When you select the search option, a link to the browse feature will display. The browsable indexes include: Name of Work, Author, Person-By or About, Publication Title, Publisher, Subject, and Previous Searches.
C. Name of Work (Title) Search

The Name of Work search option searches the titles of literature in the cited documents. The Name of Work index is composed of all words (except stop words) in the titles of books and other indexed works discussed. To search by Name of Work, select Name of Work in the drop down field and type in title and click on search.

The Name of Work field is a browsable index. Select Name of Work in the drop down menu and click on browse. On the page that opens up, you may either type in the beginning of a title in the box on the top and click on Find, or you may select from the list by checking the box next to a title and then select Submit to add them to your search. You can select up to 10 titles.

D. Person Search

The Person Search allows you to search for works by types of authors. You can search for authors of a common gender, nationality, ethnicity, or occupation. Click on “Person Search” in the blue bar at the top. On the Person Search page, you can combine multiple criteria to find similar authors.

TIP: You can use the browsable indexes to add occupation, literary movement, genre, and subject/theme to your search.

E. Works Search

The Works Search allows you to search for works by genre, language, author’s gender, nationality, or ethnicity. It is best for finding multiple titles with features in common. Click on “Works Search” in the blue bar at the top. On the Works Search page, you can combine criteria to find similar works.
F. Search Tips

Wildcard characters allow you to substitute symbols for one or more letters. The MLA Database supports three wildcards.

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>* (Asterisk)</td>
<td>An asterisk stands for any number of characters and is placed at the end of the term’s root. For example, econom* matches economy, economics, economical.</td>
</tr>
<tr>
<td>? (Question Mark)</td>
<td>A question mark stands for exactly one character. For example, wom?n will find woman, women, and womyn. A question mark may be used to find variant spellings of a word. For example, defen?e will find defense or defence. Multiple question marks in a row stand for the same number of characters as there are question marks.</td>
</tr>
<tr>
<td>! (Exclamation Point)</td>
<td>An exclamation point stands for one or no characters and may be used to match the singular and plural forms of a word. For example, poet! will find poet and poets.</td>
</tr>
<tr>
<td>&quot; (Quotation Marks)</td>
<td>Used to find exact phrases or to force the search engine to read a stop word. For example, “to be or not to be” will force the search engine to find that phrase, as well as, read or and not as search terms, not operators.</td>
</tr>
<tr>
<td></td>
<td>Be careful of “stop words,” or frequently used words (e.g., a, the, any, etc.) that the database will ignore. Enclose stop words in quotes to search them as part of a phrase.</td>
</tr>
</tbody>
</table>

G. Boolean Operators

Use Boolean operators AND, OR, and NOT to combine terms.

<table>
<thead>
<tr>
<th>Operator</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>The database will retrieve records with BOTH terms in the record. For example, plays and poetry finds only those records in which both the word plays and the word poetry occur.</td>
</tr>
<tr>
<td>OR</td>
<td>The database will retrieve records with AT LEAST one of the search terms in the record. For example, dreams or daydreams find records in which either the word dreams or the word daydreams or both occur.</td>
</tr>
<tr>
<td>NOT</td>
<td>The database will retrieve records with ONLY ONE of the search terms in the record. For example, cats NOT dogs will retrieve records with only cats. For example, comedy not tragedy finds all records in which the word comedy occurs except the ones in which the word tragedy also occurs.</td>
</tr>
</tbody>
</table>

H. Retrieving Materials

Full text articles are indicated with this icon 📚. A majority of the items in LRC are full text. However, if full text is not available, users have two options.
Full Text Available Electronically

Click on the FindIt link under the citation to see if Marymount provides electronic access to the journal in another database.

Click on the Search link to connect to the database with the full text availability. You should be connected directly to the article.

Full Text Not Available Electronically

If a journal is not available electronically either from the Find it link or through MU e-Journals, click on the ALADIN Catalog link to see if Marymount owns the hard copy of the journal.

Scroll down the list to check if Marymount owns the title.

The date listed is the date the publication began, not what MU or another WRLC library owns. Open the catalog record to see the date range

Look for MU Marymount on the right hand side of the screen. Click on the journal name to open the catalog record for the journal.

Users may need to check more than one record. Older journals may not be available in hard copy but may be available in Microfiche or Microfilm.

Scroll down to check the date range owned by Marymount.

For further information, stop by the reference desk, call (703) 284-1649, email library@marymount.edu or send an IM:: AskMULibrary (via AOL, Google Talk, Meebo, MSN, or Yahoo!).

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