DOCUMENT RESUME

ED 273 299 IR 051 625

AUTHOR	Parkin, Derral; And Others
TITLE	Art Research Online. A Guide for Faculty.
INSTITUTION	Houston Univ., Tex. Libraries.
PUB DATE	Apr 86
NOTE	60p.
AVAILABLE FROM	For a guide to searching architecture online, see IR 051 624.
PUB TYPE	Guides - Classroom Use - Guides (For Teachers) (052)
EDRS PRICE	MF01/PC03 Plus Postage.
DESCRIPTORS	Academic Libraries; *Art; College Faculty; Database Producers; *Databases; Experiential Learning; Higher Education; *Independent Study; *Online Searching; Online Vendors; Research Reports; *Search Strategies; Study Guides; *Users (Information)
IDENTIFIERS	Bibliographic Data Bases; Boolean Search Strategy; DIALOG; University of Houston TX

ABSTRACT

This document is a self-paced training packet developed for a pilot project at the University of Houston-University Park to teach art faculty members to do their own online searching. The training begins with general topics such as the kinds of searches that can be done most effectively online, the selection of appropriate databases to search, and the use of documentation. Basic search concepts such as database structure, Boolean operators, and search strategy formulation are also covered. Exercises give the opportunity for hands-on practice searching DIALOG databases. Separate handouts provided include an introduction to the pilot project; a guide to procedures for searching architecture and art reports online; summaries of DIALOG commands and Boolean operators; a search strategy worksheet, and an evaluation form. (Author/KM)

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ART RESEARCH ONLINE

A Guide for Faculty

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Public Services Automation Project - April 1986

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INTRODUCTION

This year, the Library has begun a one-year pilot project to allow faculty in the Art Department to do their own online searching of indexes to the journal literature. As a participant in this project, you will have the control and convenience of doing your own computerized literature searching on an IBM XT located in the Architecture and Art Library. You will have access to a major online service: DIALOG Information Services.

WHAT IS ONLINE SEARCHING?

Using printed indexes to identify bibliographic citations is a familiar process to researchers. Citations can also be identified by online searching, i.e., using a computer to search a bibliographic database.

The search process starts with a question that is refined into a search strategy. The online searcher then uses a computer to connect to an online service. An online service provides access to many databases. The databases are often computerized versions of standard printed indexes such as the RILA and ArtBibliographies Modern. Each online service has unique commands that are used to perform the search strategy in a database. The result of the online search is a list of references, or bibliographic citations, that answer the searcher's question.

This packet of training materials has been designed to assist you in learning the concepts and skills necessary to search online systems effectively. It provides:

- A comparison of traditional and online searching
- An introduction to the structure of bibliographic databases
- Techniques to develop an effective search strategy
- An introduction to online system commands
- Procedures for using the computer to search
- Sample searches to practice

1. WHY SEARCH ONLINE?

Convenience is undoubtedly a major factor in choosing to search online. Searching indexes through a computer terminal located close to your office is in most cases faster and easier than using the printed equivalents that may be located across campus in the Main Library. However, searching bibliographic databases by computer is not free, and unless you're working with an unlimited research budget, you'll need to learn to determine which search topics can be searched most effectively by computer and which databases are most likely to contain the most usable information.

WHAT KINDS OF SEARCHES CAN BE DONE MOST EFFECTIVELY ONLINE?

A computer search can help solve a number of research problems, including the following:

- A complex topic involving several concepts
- New terminology that has not yet been adopted by the indexes
- Subjects seldom treated that may be listed under a broader subject heading in a printed index.
- Information in articles published too recently to be included in printed indexes.

In order to determine if your topic is appropriate for a computer search, it is important to consider the key concepts within your subject carefully. The number of concepts involved or the distinctiveness of the terms are major factors in deciding whether a computer search is appropriate. For example, the subject of painted ceilings in 19th-century churches in America involves several concepts: churches, painted ceilings, 19th Century, and America. The computer can quickly sort through hundreds of articles on churches and pull out only those that mention painted ceilings in the 19th-Century United States.

Using the computer to find articles on art in churches in general would be far less appropriate, since so much has been written on the subject that it would be quite expensive to print all of the citations that could be identified in a computer search and since the single concept of church art can be found easily in printed indexes. Single concepts or terms may be appropriate for computer searching if very little has been

written on the subject or if you are looking for a new term that has not yet been picked up in the printed indexes. For example, neo-expressionism is a distinctive single concept that might be difficult to find in printed indexes, but easy to locate by computer. Since the computer can search every word in an article's title and abstract, as well as the assigned subject terms, it is invaluable as a tool to identify articles using new terminology.

WHICH DATABASES SHOULD YOU SEARCH?

If you have a topic appropriate for a computer search, you next need to determine which of the hundreds of bibliographic databases are most appropriate for your topic. Research in some subject areas can be satisfied by using only one or two databases, while other areas may require searching in many different databases. Unfortunately, not all printed indexes have online equivalents, so researchers in some fields may have to rely completely on printed sources or use a combination of printed and online indexes. Conversely, some databases are available only online, so researchers interested in the information indexed in those databases must rely completely on computer searching.

When deciding on a database to search, it is important to check the descriptive information, or documentation, available in the Architecture and Art Library to determine the characteristics listed below:

- Subject matter and types of publications indexed
- Dates of publications included
- Whether there is a printed equivalent
- Cost to search the database and any extra charges to print citations
- Frequency of updating

(See Chapter 2 for more information on database documentation.)

These are some of the top online sources for information related to the study and practice of architecture.

1. RILA is the computer version of RILA: International Repertory of the Literature of Art which covers literature on art from the 4th Century to the present. The issues from 1973 to the present can be searched online.

2. ArtBibliographies Modern covers 19th- and 20th-Century art. The issues from 1974 to the present can be researched online.

A complete listing of the more than 200 databases currently available, along with their scope of coverage, is available in the Architecture and Art Library. For additional assistance in choosing a database, feel free to contact Margaret Culbertson or Lynn Sterba at 749-7551.

2. PREPARING TO SEARCH

In order to develop an effective search strategy, you should know:

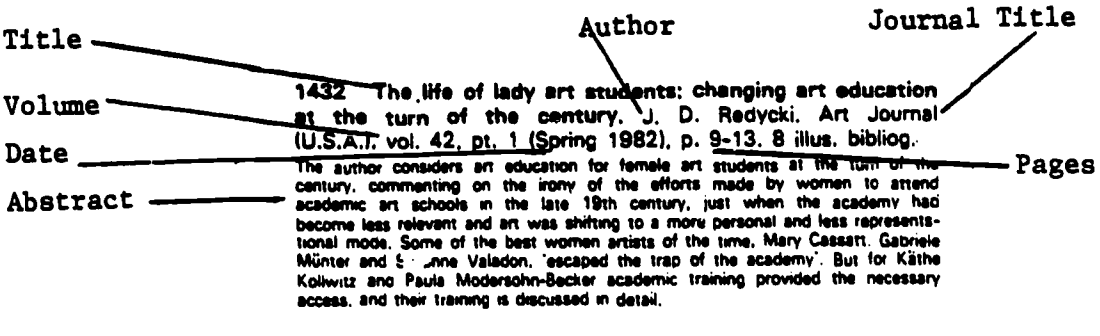
- The general structure of bibliographic databases
- The use of Boolean operators AND, OR, and NOT
- What kind of documentation is available

DATABASE STRUCTURE

An online database is composed of RECORDS, each corresponding to a bibliographic citation to one item (i.e., one journal citation). Each part of the record - author, title, journal name - is known as a FIELD. When formulating his/her search, the searcher instructs the computer to search the author field, title field, journal name field, etc.

The following example shows a citation with fields labeled from both the print and online versions of ArtBibliographies Modern.

ArtBibliographies Modern
Citation from Print Version



ArtBibliographies Modern
Citation from Online Version

151432
Title — THE LIFE OF LADY ART STUDENTS: CHANGING ART EDUCATION AT THE TURN OF THE CENTURY
Author — RADYCKI, J. D.
Journal Title — ART JOURNAL (U.S.A.), VOL. 42, PT. 1 (SPRING 1982), P. 9-13, 8 ILLUS.
Volume, Date, Pages — BIBLIOG.
Document Type: JOURNAL ARTICLE
Abstract — THE AUTHOR CONSIDERS ART EDUCATION FOR FEMALE ART STUDENTS AT THE TURN OF THE CENTURY, COMMENTING ON THE IRONY OF THE EFFORTS MADE BY WOMEN TO ATTEND ACADEMIC ART SCHOOLS IN THE LATE 19TH CENTURY, JUST WHEN THE ACADEMY HAD BECOME LESS RELEVANT AND ART WAS SHIFTING TO A MORE PERSONAL AND LESS REPRESENTATIONAL MODE. SOME OF THE BEST WOMEN ARTISTS OF THE TIME, MARY CASSATT, GABRIELE MUNTER AND SUZANNE VALADON, 'ESCAPED THE TRAP OF THE ACADEMY'. BUT FOR KATHE KOLLWITZ AND PAULA MODERSOHN-BECKER ACADEMIC TRAINING PROVIDED THE NECESSARY ACCESS, AND THEIR TRAINING IS DISCUSSED IN DETAIL.
Subject Terms — Descriptors: EDUCATION (19TH CENTURY); ART AND FEMINISM; KOLLWITZ (KATHE) ; MODERSOHN-BECKER (PAULA)

SEARCHABLE FIELDS

While the same fields appear in printed indexes, the online record typically has a greater number of searchable fields than its printed equivalent. In the following list of searchable fields in ArtBibliographies Modern, note the additional fields, or access points, searchable online, as compared with the printed version of the same citation:

ArtBibliographies Modern	ArtBibliographies Modern Online
author	author
subject	subject descriptor
	abstract
	title
	journal name
	publication date

BASIC INDEX

The fields that have subject content are collectively known as the Basic Index. Typically the Basic Index will include the title, abstract, and subject descriptor fields. If you do not specify which field is to be searched, all of the Basic Index fields will be searched. The Basic Index fields can also be searched individually by adding a two-letter suffix to the search term (described in Chapter 4).

ADDITIONAL INDEXES

All of the other fields, such as the author, the journal name, the date of publication, etc., are collectively known as the Additional Indexes. The additional indexes can be searched by adding a two-letter prefix to the search term (described in Chapter 4).

In a printed index, you are limited to the access points made available by the publisher, e.g., the subject index, author index, keyword index, etc. Furthermore, in a printed index, you may search only one field at a time, i.e., you must choose whether to search the subject index, author index, etc. In an online database, however, virtually all the fields may be searched, and you may combine searches of several fields into one search. For example, you may search for articles on a topic limited to a specific year, in a particular language, by a particular author.

BOOLEAN OPERATORS

The computer sees your search as a series of terms, linked together by the logical operators AND, OR, or NOT, taken from a system known as Boolean logic. Boolean operators allow you to combine two or more concepts in order to retrieve bibliographic references on a topic.

Computer searching parallels to a large degree the process involved in using a printed index. For example, consider manually searching subject indexes for references to articles on images related to ballet in the work of Degas. First, the index heading for "Degas" is located and then the entries listed under the heading are scanned to find those which mention "ballet." This process reflects the fact that you are interested in documents that are indexed with both the terms "Degas" and "ballet."

AND

This same search can be accomplished by the use of search terms and Boolean operators. To request the computer to go through the same process, you would type into the online terminal a search statement, sometimes referred to as a search strategy, which combines the terms of interest with the Boolean operator AND.

For Example: Degas AND ballet

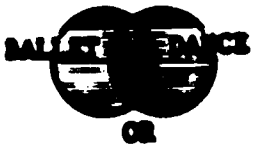
This strategy instructs the computer to compare the set of references that are indexed with the term "Degas" with the set of references that are indexed with the term "ballet", and to retrieve only those references that are indexed with both terms. The following Venn Diagram illustrates the resulting set of references (shaded area):

OR

Just as in doing a manual search for a topic in a printed index, alternate terms should also be considered. In computer searching, a reference is retrieved only if there is an exact match between the terms in the search strategy and the terms found in the reference. Therefore, if "dance" is an alternate term for "ballet" in the search, it should be specified in the search strategy. Alternate terms, sometimes called related terms, synonymous terms, or synonyms, are combined in the strategy with the Boolean operator OR.

For Example: ballet OR dance

The use of the OR operator instructs the computer to retrieve references that are indexed with either term, as represented by the Venn Diagram below.

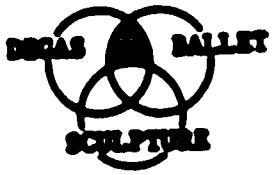


NOT

A third Boolean operator can be helpful in computer searching. The NOT operator is used to exclude references indexed with a specific term. For example, if you were interested in works by Degas on ballet in any medium except sculpture, the following strategy might be used:

(Degas AND ballet) NOT sculpture

The Venn Diagram for this profile is shown below:



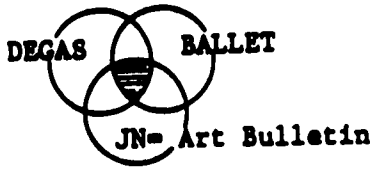
NOT SCULPTURE

A search strategy utilizing the AND, OR and NOT operators may involve combinations of terms from any searchable field of the bibliographic record, including the following:

DESCRIPTORS -- subject terms used by the particular database you are searching. (When searching for descriptors, you must label your term as a descriptor for the computer. For example, in DIALOG you add /de after the term.)

KEYWORDS -- important words or phrases, including new terminology or "buzz words" in your area of research. Keywords should be used when you are unable to locate an appropriate descriptor for your topic.

For example, in ArtBibliographies Modern, it is possible to search for articles published in a particular journal. If you were looking for an article on Degas's use of ballet published in the Art Bulletin, you could use the search strategy illustrated in the following Venn diagram:



Your searching will be much more effective if you use subject descriptors when they are available. Since the descriptors are assigned by a person who has examined the article, descriptors indicate fairly accurately what the article is actually about. When you search for keywords, the computer simply looks for your term in any title or abstract in the database. Keyword searching can lead to lots of irrelevant citations, if your keywords are not distinctive terms. For example, if you searched a computer database for the keywords "computer" and "architecture," you would find many articles on the internal structure of computers, referred to as "computer architecture" in the titles and abstracts.

Procedures for searching by descriptors or keywords may vary from one database to another. Therefore, it is important to consult the printed documentation provided by the database vendor or producer before you begin to construct your search strategy.

DOCUMENTATION

In addition to knowing general knowledge about the use of Boolean operators, you will need to know specific information about database structure and the databases that you will be searching.

Documentation is information that tells you what is in a database and how to manipulate the contents of the database to get the results you want. You will find documentation available both in printed form and as part of the ProSearch software. Documentation can come from the database producer or from the online service (DIALOG). Documentation is available in the Architecture and Art Library.

DATABASE PRODUCER DOCUMENTATION

The primary type of documentation supplied by the database producer is the thesaurus. A good thesaurus will tell you the subject terms, or descriptors, to use when searching by subject and when descriptors were adopted. It will give you a list of related descriptors. A thesaurus can be one of the most valuable tools available for preparing a search strategy.

A database that has a thesaurus is said to have a "controlled vocabulary." That means that the indexers work only with the descriptors in the thesaurus when assigning subjects to the descriptor field. When using a thesaurus, you often have a large number of potential descriptors from which to choose. What you choose will depend upon a number of factors, such as whether you want everything on a subject, or only a few, highly relevant articles. The thesaurus vocabulary may change over the years, requiring you to consider the time period to be covered when choosing terms.

Some producers also send regular newsletters that offer helpful searching hints. Producers may also supply search aids, which may range from pamphlets to loose-leaf notebooks, which provide such information as the list of journals indexed and techniques for efficient searching.

ONLINE SERVICE DOCUMENTATION

Online service documentation usually consists of information about the system (features common to all databases) as well as information about the specific features of each database available. The system information is available only in paper, but much of the database-specific information on DIALOG files is available on ProSearch by pressing the Data Sheet key (F7). (See Chapter 5 for more information on the ProSearch software).

The documentation for specific databases will list the types of subjects covered, the types of materials included (journal articles, reports, etc.,), and the source of the content of the file (who produces it). The documentation will also give a sample record and a list of the fields in the record, including the two-letter code to be used for searching specific fields.

3. WRITING THE SEARCH STRATEGY

A search strategy is a logical statement that tells the computer which searching operations you wish to be performed. It employs your knowledge of system commands along with Boolean connectors and search terms to precisely define the course of action.

Use a worksheet (sample on page 15 of this section) to prepare your search strategy. The worksheet will include places to list your concepts, along with synonyms and other words you plan to use. It will prompt you to think of limiting the search by date, by language, etc., depending upon what the documentation for your database says is possible. You will want to write your ideas on the worksheet.

Writing a search strategy involves the following steps:

1. Write down what you want to know as specifically as possible. This is your search statement.

   Is there any recent literature on pastels of ballet dancers by Degas?

2. Using the available documentation, decide which database(s) might have the answer you are looking for.

   RILA

3. Identify the important concepts in your search statement.

CONCEPT 1	CONCEPT 2	CONCEPT 3
Degas	ballet	pastels

4. For each concept identified in step 3, list other words or phrases that could be used to express the same idea or an equally useful idea.

CONCEPT 1	CONCEPT 2	CONCEPT 3
Degas	ballet	pastel
	dance	pastels
	dancers	

   The need for care when choosing the terminology that best describes your topic cannot be overemphasized. You should consult appropriate thesauri and searching guides in your subject area. They will provide not only synonyms but oftentimes will be useful in helping you better define your search by suggesting alternate

terminology and searching codes specific to the database you will be searching. The thesaurus for the RILA database is titled RILA Subject Headings.

5. Decide if the words can be searched in the Basic Index or need to be limited to a specific field.

   When you search a database, you may specify which fields of the record are to be searched for each term. You may also simply enter a term and not specify the fields to be searched. When you fail to specify the fields to be searched, the system will, by default, search the Basic Index. Fields that are included in the Basic Index, as well as those included in the Additional Indexes, are clearly labeled in examples given in the documentation for each database. Whether you choose to limit your term(s) to a field will depend upon how frequently the term might appear in the database you have chosen to search. The more common the term, the more likely you are to want to restrict your search to the descriptor and/or title field(s).

6. Consider non-subject parameters that you may want to include, such as limiting the search by date or by language. Consult the documentation to see what is possible.

   I want only articles from 1980 through 1985.

   PY=1980:1985 <DIALOG>

7. Decide on the Boolean connectors to be used in linking the terms you have chosen.

   You now have four concepts: the original three and the date. The synonyms listed for each of the original concepts should be connected with OR; the concepts will be connected with AND.

8. Plan how you will alter the strategy if that becomes necessary when online. Your search may retrieve too much or too little information, or not retrieve what you had in mind. In such cases you should be ready to add or delete words or concepts as needed.

   EXAMPLE: If you retrieve too little, you may want to leave out the term pastel and look for any articles discussing Degas and ballet.

Not all search strategies are equally complex or difficult. You may, in working through the steps outlined above, quickly skip some as inappropriate. Your strategy may be as simple as one word or phrase, such as:

- A single word or phrase from the Basic Index.
- A single word or phrase from a specific field.
- A single author's name.

When doing simple searches, however, it is important to choose a term or phrase that will uniquely identify what you are seeking. If one word or phrase is not adequate to indicate what you want, it is time to consider including additional concepts.

The initial search strategy developed in this chapter is illustrated on the sample worksheet on the following page. Before this search can be executed, it must be translated into commands recognized by the online service.

SEARCH STRATEGY WORKSHEET

Statement PASTELS OF BALLET DANCERS BY DEGAS

t Databases RILA

Key Concepts

DEGAS	BALLET DANCE DANCERS	PASTEL PASTELS	

ations Dates?

ges?

eations Types?

Number citations expected?

Format of citations?

Online or Offline?

4. DIALOG SYSTEM COMMANDS

Each service has a unique set of commands. This chapter will introduce you to DIALOG online system commands. At the end of the chapter, you will find a complete search strategy worksheet showing system dependent information.

Chapter 5 will take you step-by-step through the actual search on DIALOG.

SELECTING A DATABASE

Each database on the DIALOG system is searched through a series of commands that you enter at the terminal. In response to the system prompt "?", you enter a command phrase telling the computer what to do, and then press the RETURN key to send the command to DIALOG. The system responds accordingly, following the response with another prompt "?".

Your first step is to select the database you want to search. This is done by entering BEGIN or B (for short), along with the file number of your database as found in the documentation. For example, you would select RILA (file number 191) by entering:

```
BEGIN 191

   OR

B 191
```

BEGIN may be used at anytime to change databases; however, it also erases all previously created sets.

ENTERING YOUR SEARCH STRATEGY

Records are retrieved by entering the SELECT STEPS command or SS (for short), followed by terms in your search strategy (descriptors, keywords, etc.). Search terms, in general, are SELECTed individually rather than in multiword phrases, and are related to one another through the OR, AND, or NOT Boolean operators. Multiword phrases may be SELECTed by inserting a (W) between all words in the phrase. The (W) connector tells the computer that you are looking for TERM A immediately followed by

TERM B. For example:

SS SCULPTURE (single word example)

SS CATALOGUE(W)RAISONNE (multiword example)

Other multiword connectors are:

(F) This requires that each term appear anywhere in the same field, e.g., DEGAS(F)BALLET.

(N) The NEAR connector functions like the (W) connector except that the terms can be in any word order, e.g., MARY(N)CASSATT would retrieve both MARY CASSATT and CASSATT, MARY.

When using the (W) or (N) connectors it is possible to specify the number of intervening words you would be willing to accept in the phrase. This is done by placing an appropriate number to the left of the CONNECTOR.

For example:

ERNST(1W)KIRCHNER would retrieve both ERNST KIRCHNER and ERNST LUDWIG KIRCHNER.

CHURCH(2N)MOSAICS would retrieve the term CHURCH either next to or within one or two words of the term MOSAICS, in any order.

SEARCHING FIELDS OF THE RECORD

Unless you specify otherwise, items will be retrieved when the terms you SELECT appear anywhere in the Basic Index of the record. The typical Basic Index fields in the bibliographic record are title, abstract, and subject descriptor. For these Basic Index fields, an abbreviated code (e.g., TI for Title) may be used in the SELECT statement to restrict retrieval to only that part of the record. The code follows the term, with a slash in between, as though it were a suffix:

SS LANDSCAPE/TI	(searches only the title field)
SS LANDSCAPE/TI,AB	(searches both titles and abstracts)
SS LANDSCAPE(F)AMERICAN/TI	(searches for the terms LANDSCAPE and AMERICAN anywhere in the title)
SS LANDSCAPE AMERICAN/DE	(searches for the phrase in the descriptor field)

Notice that multiword connectors such as (W) are not necessary when searching a phrase in the descriptor field. The computer

treats a multiword descriptor as if it were a single search term.

Other fields are known as Additional Indexes and require the use of a prefix before search terms; thus their field restriction is automatic. Some typical Additional Index fields are author, journal name, and publication year. Some common examples of additional prefix fields are noted below.

FIELD	PREFIX	EXAMPLE
AUTHOR	AU=	AU=BROWN, JOHN
PUBLICATION YEAR	PY=	PY=1983
LANGUAGE	LA=	LA=FRENCH

When dealing with suffix or prefix codes, you should consult available documentation to find the correct entry format e.g., the data sheet display screens.

COMBINING TERMS WITH SET NUMBERS

Once you have entered your search terms or phrases, DIALOG responds with the posting (number of bibliographic record matches), along with an assigned SET NUMBER.

Every time one or more search terms are SELECTED, they are put into numbered sets for you to use. Once a set number is formed, it may be used as if it were a search term itself. When using set numbers in a SELECT statement be sure to place an S in front of its number, as shown below:

(What the searcher has actually entered at the terminal is indicated by UNDERLINING:)

```
      SET      ITEMS          DESCRIPTION

? SS DEGAS AND (BALLET OR DANCE?)

      s1         258          DEGAS
      s2          95          BALLET
      s3         249          DANCE?
      s4          16          DEGAS AND (BALLET OR DANCE?)

? SS PASTEL?

      s5         420          PASTEL?
```

```
?   SS s4 and s5

            16          s4
           420          s5
    s6       4          s4 and s5
```

Set numbers can also be selected and combined with any other search term to further refine your search as illustrated below:

```
?  SS S6 and JN=METROPOLITAN MUSEUM OF ART BULLETIN

            4          s6
    s7      9          JN=METROPOLITAN MUSEUM OF ART
                          BULLETIN
    s8      1          s6 and JN=METROPOLITAN MUSEUM OF ART
                              BULLETIN
```

TRUNCATION OF TERMS

Truncation tells the computer to permit variation in word length or spelling. A question mark is used to truncate the root of the term.

To permit any number of letters after the root, use a single question mark:

```
? SS LANDSCAP?
? SS DANCE?
? SS PY=198?
```

To permit a specified number of characters after the root, use the question mark in succession:

? SS PASTEL? ?	zero or one charactor permitted (The space is essential here to show only one additional character following stem -- i.e., PASTEL or PASTELS retrieved here.)
? SS DANC???	number of ? entered indicates maximum number of additional characters following stem (DANCE, DANCER, DANCERS, and DANCING retrieved here.)

To permit any single character inside a term to vary, replace it with a question mark:

? SS wom?n	(WOMEN or WOMAN retrieved here.)

AUTHOR SEARCHING

When doing an author search it is a good idea to EXPAND the name online during your search session. The EXPAND command lets you easily identify the exact way your author's name is listed in the file that you are searching (for example, whether initials are used instead of complete spelling of first names).

To do an expand, type EXPAND AU= plus the stem of the author's name you wish to expand (e.g., EXPAND AU=LOKHANDW). You don't need to use the truncation symbol because truncation is implied whenever you use the EXPAND command.

If the name is a common one, you should narrow it down by including one or more initials (e.g., EXPAND Smith, N.). Consult the data sheets to see if commas are used after the last name.

Once you have EXPANDED and looked at the list to determine the author you want, merely SELECT the E number as you would any set number. For example, if you are looking for articles by Nila Banton Smith:

? EXPAND AU=SMITH, N

Ref	Items	Index-term
E1	1	AU=SMITH, MILA BANTON
E2	1	AU=SMITH, N. H. P.
E3		*AU=SMITH, N
E4	1	AU=SMITH, NICK L.
E5	20	AU=SMITH, NILA BANTON
E6	18	AU=SMITH, O. DALE
E7	12	AU=SMITH, PATRICIA

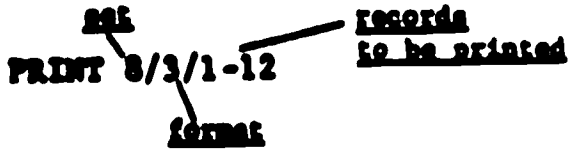
? SS E5

PRINTING YOUR RESULTS

Once you have refined your search and you know which set you want to retrieve, you have options of either viewing them at the terminal or having them printed in DIALOG's office offline to be sent via the mail. Both ways require that you specify a set number, a format, and a group of records to be printed or viewed:

TO DISPLAY ONLINE:

TO PRINT OFFLINE:



When you enter a PRINT or TYPE command, the first number specifies the set from which records are to be printed; the second number specifies the format; the third number specifies how many records are to be printed (see example above). You will automatically see the record(s) most recently entered into the database.

NOTE ON FORMAT

A database may offer up to nine different formats for you to choose. The formats allowed in each bibliographic database are listed in the appropriate DIALOG documentation. The more common ones are listed below:

FORMAT	CONTENT
2	Complete record except abstract
3	Bibliographic Citation
5	Complete Record
6	Accession number + title
7	Bibliographic citation + abstract
8	Accession #, title, + indexing

LOGGING OFF DIALOG

To disconnect from DIALOG type LOGOFF HOLD. By including the word HOLD, DIALOG saves your search strategy for 10 minutes. If you log back on during that time period, DIALOG automatically places you where you left off. This is very handy when you need to logoff to check some terminology or refine your search strategy. You can quickly get back to where you were without losing any of your previously created search.

SEARCH STRATEGY WORKSHEET

Statement PASTELS OF BALLET DANCERS BY DEGAS

Databases RILA

Key Concepts

DEGAS / de	BALLET DANC ?	PASTEL ?	

ations Dates?

ges?

ations Types?

Number citations expected?

Format of citations? FORMAT

Online or Offline?

5. EXECUTING THE SEARCH

In previous sections you learned how to prepare for an online search, how to construct a basic search strategy, and how to translate your search strategy into commands recognized by the online system. In this section, you will learn how to access the online system and actually perform the search. You should be sitting at the computer for some hands-on practice.

The communications software that you will be using to access the online systems is called ProSearch. ProSearch will allow you to choose an online system and construct an initial search strategy. ProSearch will dial the phone and perform the logon procedures for the system you have selected. You can then review the results of your initial search strategy and modify the search if necessary.

SAMPLE SEARCH

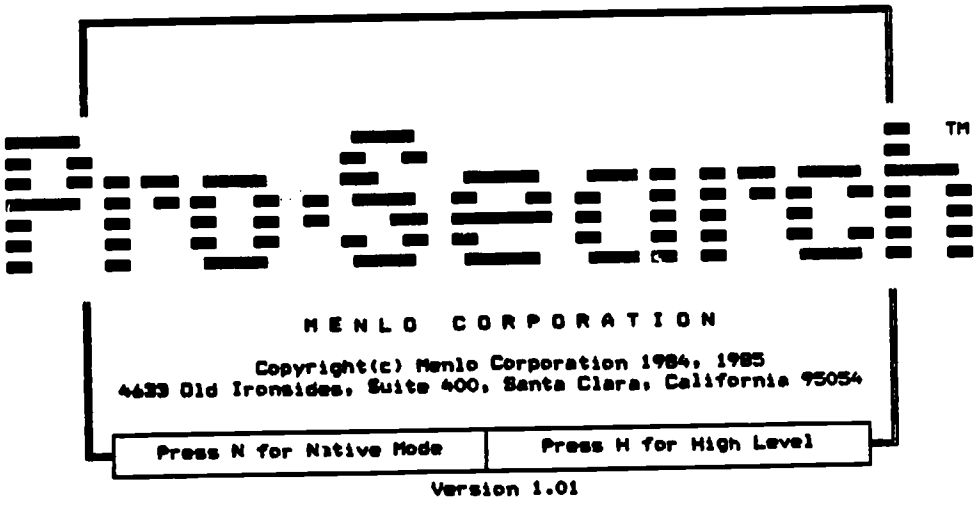
1. TURN ON THE COMPUTER

a. First turn on the computer and the monitor. Flip up the orange switch on the right side of the computer. Turn the top knob on the monitor to the right.

b. Type today's date (month-day-year) and press ENTER (←┘). Type the current time (hours:minutes) and press ENTER. Time is entered on a 24-hour clock. For example, 3:00 p.m. is 15:00.

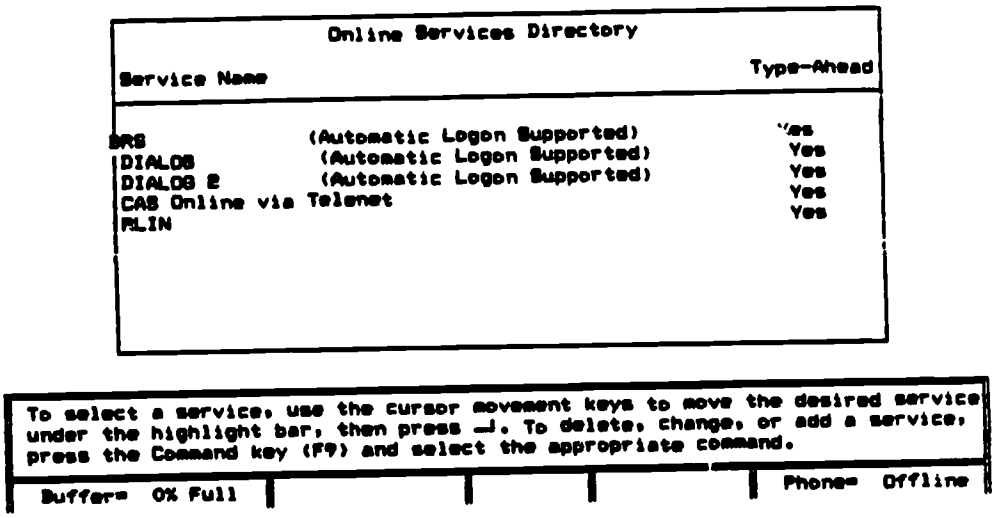
c. When you see the "C:\prosrch>" prompt, type "pro n" and press ENTER. (If the prompt is something else, first enter "cd\prosrch" to get the "c:\prosrch>" prompt.)

d. This ProSearch title screen will appear briefly:



2. CHOOSE AN ONLINE SERVICE

a. The Online Services Directory will appear after the ProSearch title screen:

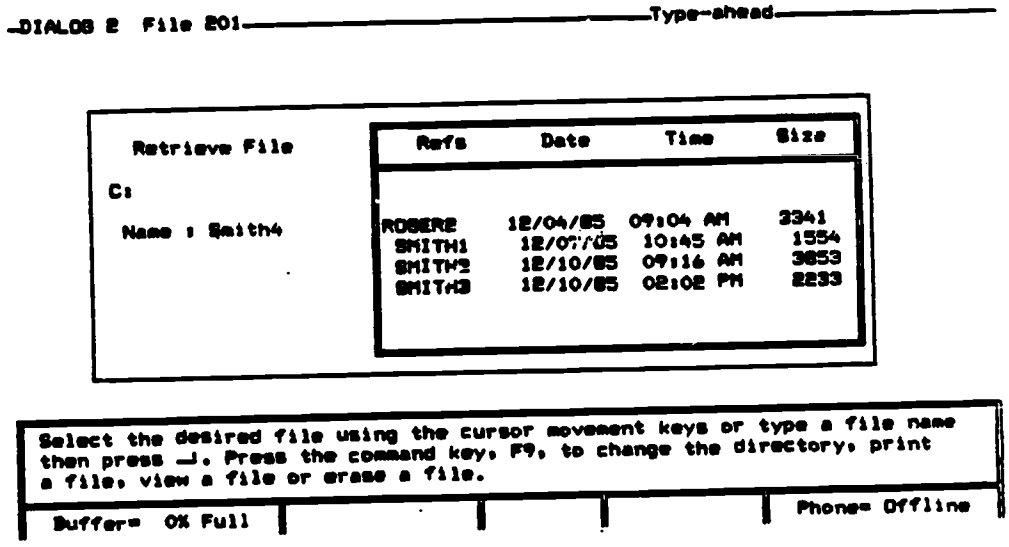


b. Scroll through the list of online services by pressing the arrow keys (↑ , ↓). Press ENTER when DIALOG 2 is highlighted. Next you will see a blue screen with a black line near the bottom.

3. SAVE YOUR SEARCH IN A DISK FILE

a. Press the Disk Key (F7) on the left side of the keyboard to begin saving your search on a disk file. You will see a list of files on the screen. You can scroll through one list by using the arrow keys (↑ , ↓).

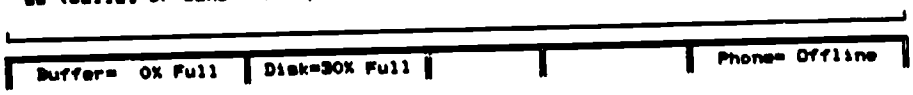
b. For the file name, type the first six letters of your last name plus a number and press ENTER. For instance, if Smith already has three searches in the list (SMITH1, SMITH 2, and SMITH3), he would type SMITH4. After pressing ENTER, you will see the blue screen with the black line near the bottom.



4. ENTER THE INITIAL SEARCH STRATEGY

a. Type the initial search strategy for the "pastels of ballet dancers by Degas" search that was developed in Chapter 3. The following example shows how the search strategy is translated into DIALOG system commands.

```
b 191
ss degas/de
ss (ballet or danc?) and pastel?
```



Notice that the first command is "b 191" to choose File 191, RILA.

b. The strategy can be revised or edited. Use the cursor control keys to move the cursor to the line you want to edit. Make the change and press ENTER. The following editing keys can be used to make changes at the cursor position. Some of the editing commands require that you hold down the CTRL key (next to "A") while pressing the letter key.

DEL - Delete character at the cursor.

Bksp - (above Enter key) Delete character to the left of the cursor.

Ctrl-T - Delete word to the right of the cursor.

CTRL-N - Insert a carriage return at cursor. (Use to insert a blank line.)

Ins - (lower right of keyboard) Enter insert mode to insert new characters within a line without typing over old characters. Press "Ins" again to leave insert mode.

5. CONNECT TO DIALOG

a. Press the Phone key (F5) to log on (connect) to the DIALOG system. ProSearch will dial the phone and perform the logon procedure. You will be prompted for a password if it has not been preprogrammed.

NOTE: THE COST METER IS NOW RUNNING AND WILL BE UNTIL YOU LOGOFF.

b. Your initial search strategy will be automatically executed.

```
File 191:ART LIT.INTL.(RILA)1975 - 1984
COPR. 1985 J. PAUL GETTY TRUST--RILA

      Set  Items  Description
      ---  -----  -----------
? ss degas/de

      S1     254  DEGAS/DE
? ss (ballet or danc?) and pastel?

      S2      95  BALLET
      S3     303  DANC?
      S4     420  PASTEL?
      S5       4  (BALLET OR DANC?) AND PASTEL?
```

6. COMPLETE THE SEARCH STRATEGY

NOTE: Commands should be entered following the system prompt "?".

a. Enter system commands to search additional terms if necessary and to combine sets. When you have created a set containing the desired citations, use the system commands to either display the citations online or to have the citations printed offline and mailed.

```
? ss s1 and s5

            254  S1
              4  S5
      S6      4  S1 AND S5

? type 6/7/1-2

 6/7/1
0050983     6 2803 (1980)
Degas and the dance
 Exhibition  shown: Northampton, MA, USA, Smith College, Museum of Art, 5
    Apr-27 May 1979
 Contributor(s): Exhibition and catalogue prepared by Linda D. MUEHLIG
 56 p.  47 illustrations; 12 text figures; bibliography; exhibition list; -
    37 works shown

 Unlike other 19th c. artists who concentrated on the social image of the
    dancer, Degas gave a more complete view of the dancer's life from the
    etoiles or stars to the young dancers or rats (represented, for
    example, by the Little Dancer of Fourteen Years). To judge Degas'
    dancers and Degas' understanding of the dance it is necessary to gain
    perspective on the look and style of ballet technique in late 19th c.
    France. Comparison of Degas' dancers with illustrations from 19th c.
    books on dance technique, most especially Berthe Bernay's La Danse au
    theatre (Paris, 1890) and Bernay's "Technique de la danse" in Raoul
    Charbonnel: La danse: comment on dansait, comment on danse (Paris,
    1899), reveal that Degas accurately reflected technique of the period.
    Muehlig's catalogue essay, Degas as an observer of the ballet, is
    illustrated with dance positions taken from these sources. Exhibition
    consists of five paintings, eight sculptures, 17 pastels and drawings
    and seven prints by Degas, all of dance subjects, borrowed from
    American public and private collections. Full catalogue entries and
    reproductions of each object. (Author)

 6/7/2
0020869     3 2515 (1977)
Degas in the Metropolitan
 Exhibition  shown: New York, NY, USA, Metropolitan Museum of Art, 26 Feb-4
    Sept 1977
 Contributor(s): By Theodore Franklin REFF
 48 p.  100 illustrations; 176 works shown
 Series: (Metropolitan Museum of Art Bulletin, Vol.XXXIV, no.4)

 All drawn from the museum's holdings, the exhibition covers nearly every
    aspect of Degas' oeuvre from early portraits to pastels of dancers and
    bathers. Paintings, drawings, prints, and sculptures are included.
    Reff's catalogue essay 'Degas: a master among masters' was adapted from
    the author's collection of essays, Degas: the artist's mind
    (Metropolitan Museum/Harper & Row, 1976). (Staff)
```

7. DISCONNECT FROM DIALOG

a. When your search is complete, enter the DIALOG command for logging off, which is LOGOFF HOLD. The HOLD allows you to log back on within 10 minutes and continue the same search. After 10 minutes, your search strategy and the sets created will no longer be in the DIALOG system.

```
? logoff hold

      04apr86 16:41:19 User092187
   $0.76     0.016 Hrs File191
          $0.00  2 Types in Format  7
   $0.00  2 Types
   $0.09  Dialnet
   $0.85  Estimated cost this file
   $0.86  Estimated total session cost    0.017 Hrs.
Logoff: level 8.9.7  B  16:41:20
```

The logoff message will include a logoff time and a cost estimate for the search session. This information will be used to fill out the logbook.

8. PRINT THE SEARCH

a. After the search session, which may include logging on and off several times, press the Disk key (F7). This will close the file you have created.

b. To print the file, first turn the printer on. The power switch is on the right, toward the back. The green ready light should be on. If not, press the "online" button.

c. Press the Disk key (F7). Use the arrow keys to highlight the file that you wish to print and press the Command key (F9).

d. Select the print command by pressing the letter "P". Your search session, including the search strategy, the citations you displayed, and the logoff messages will be printed.

e. When printing is complete, press the Command key (F9) and then press "E" to exit the ProSearch program.

GENERAL FEATURES OF PROSEARCH

As you can see from this practice search, the ProSearch program is easy to use. Following is a summary of the general features that you should understand as you use ProSearch.

FREQUENTLY USED KEYS

Keys that are used frequently in Prosearch include:

ENTER (↵) - Pressed to enter a command.

ESCAPE (ESC) - Used to cancel a command or to back up one program step.

CURSOR MOVEMENT KEYS:

ARROW KEYS - Move the cursor or highlight bar one position.

HOME - Move to the beginning of a list.

END - Move to the end of a list.

PgUp - Move up several items in a list.

PgDn - Move down several items in a list.

FUNCTION KEYS

ProSearch also makes use of the function keys on the left side of the keyboard.

HELP (F1) - Press this key at any time to display information about the screen you are on or the command you have selected.

BREAK (F2) - Sends a break to an online system. Used to stop the system from processing a command or to stop displaying a list of citations.

PHONE (F5) - Used to connect or disconnect from an online system.

DATA SHEET (F6) - Used to display information about a database such as fields available for searching. You will be prompted for a Dialog file number.

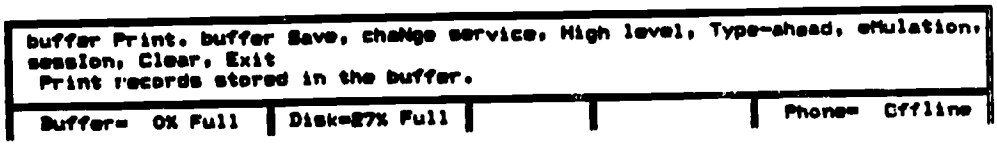
DISK (F7) - Used to begin or stop saving a search in a disk file.

PRINTER (F8) - Used to begin or stop printing the search as it is run.

COMMAND (F9) - Press at any time to enter the command mode and to display menu of available commands.

COMMAND WINDOW

When the Command key (F9) is pressed, a list of available commands will be displayed near the bottom of the screen. A command can be selected by pressing the letter that is capitalized in the desired command.



STATUS LINE

The status line at the bottom of the screen shows the condition of various program features, such as whether the search is being simultaneously printed, whether the search is being saved in a disk file, and the status of the phone connection.

****IMPORTANT STATUS NOTES****

When the "Disk = x% Full" message is displayed, your search is being safely saved in a file.

When the "Phone = Online" message is displayed, you are connected to an online system and being charged connect costs.

6. PRACTICE SEARCHES

The topics below are provided to give you a chance to practice searching online. These topics illustrate some of the common types of online searches.

This appendix includes completed search strategy worksheets and annotated printouts of actual searches for each of the topics.

1. TOPIC: Find the citation for an article on Picasso's use of color that was published in Art in America.

2. TOPIC: Find articles on the ivory throne of Maximian in Ravenna. It is also referred to as the Cathedra of Maximian.

3. TOPIC: Find the citation for the exhibition catalog for the show of Northwest Coast Indian Art presented at the Rice Museum during the mid-1970's. (Consult the DIALOG documentation to determine the correct form of a search for the document type of exhibition catalog and for exhibit sponsors.)

4. TOPIC: Find articles on Laura Gilpin in RILA, ArtBibliographies Modern, and Magazine Index. Print the first five citations in each database and compare the results.

PRACTICE SEARCH #1

TOPIC: Find the citation for an article on Picasso's use of color that was published in Art in America.

SEARCH STRATEGY WORKSHEET

Search Statement: FIND ONE CITATION FOR AN ARTICLE ON PICASSO'S USE OF COLOR THAT WAS PUBLISHED IN ART IN AMERICA.

Relevant Databases: ARTA, FILE 191

Key Concepts

SYNONYMS			
Picasso / de	COLOR	JN = ART IN AMERICA	

Publications Dates?

Languages?

Publications Types?

Number citations expected? 1

Format of citations? FORMAT 7

Online or Offline?

PRACTICE SEARCH #1

① BEGIN in File 191, Art Literature International (RILA).

② SELECT the RILA descriptor for Picasso, the term color in the Basic Index, and the journal name.

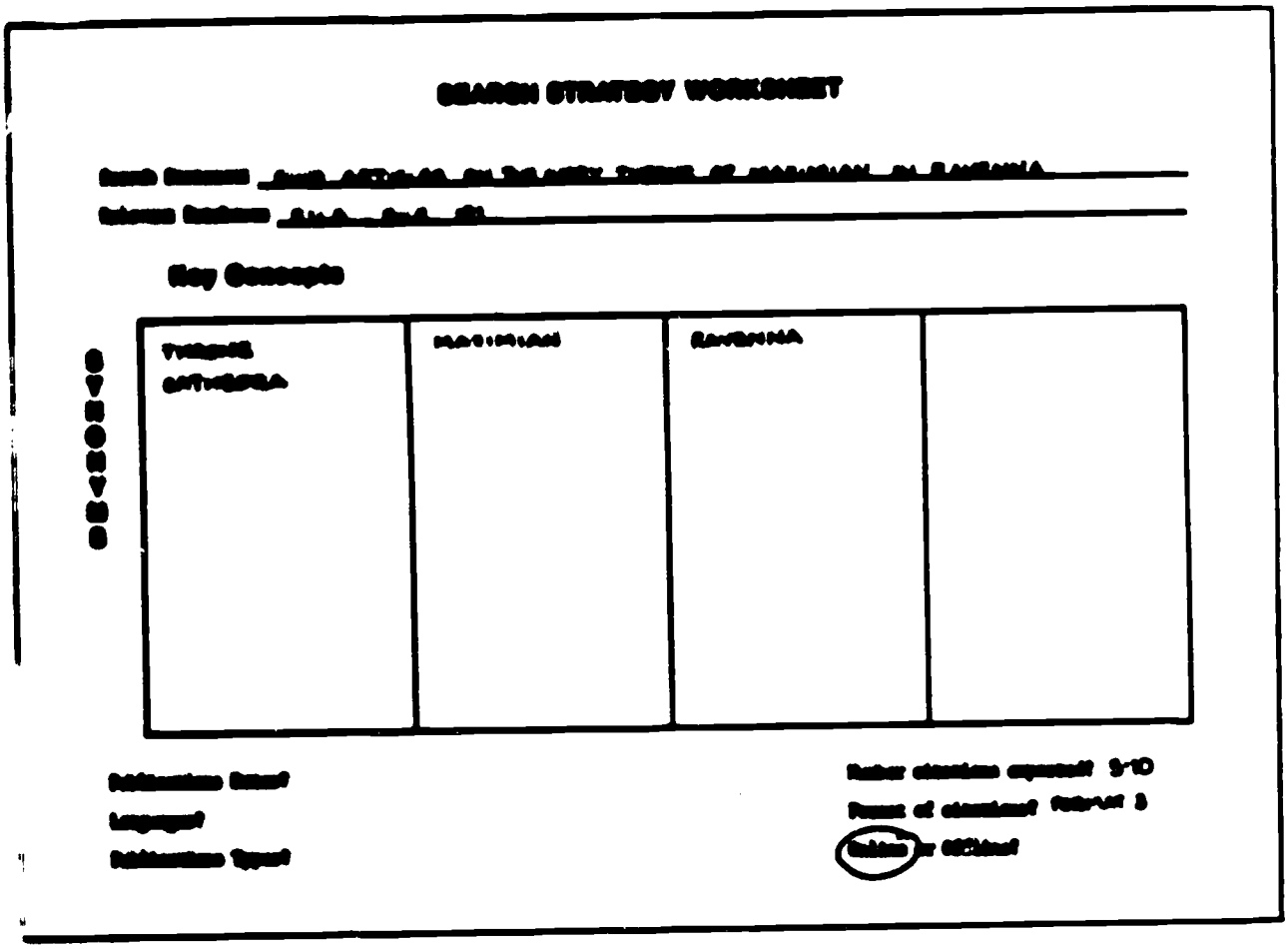
③ TYPE the record in Format 7, bibliographic citation and abstract. (Note however, that this record does not include an abstract.)

④ LOGOFF HOLD to end the search.

```
      Set  Items  Description
      ---  -----  -----------
① ? b191

       28mar86 16:26:24 User092187
    $0.15    0.005 Hrs File1
    $0.05  Unimet
    $0.20  Estimated cost this file
    $0.20  Estimated total session cost   0.005 Hrs.

File 191:ART LIT.INTL.(RILA)1975 - 1984
COPR. 1985 J. PAUL GETTY TRUST--RILA

      Set  Items  Description
      ---  -----  -----------
② ? ss picasso/de and color and jn=art in america

       S1     766  PICASSO/DE
       S2     960  COLOR
       S3    1102  JN=ART IN AMERICA
       S4       1  PICASSO/DE AND COLOR AND JN=ART IN AMERICA
③ ? t 4/7/1

 4/7/1
00668374     7 7620 (1981)
Picasso's color: schemes and gambits
 NOCHLIN, Linda
 Art in America, LXVIII/10, (Dec 1980), 105-122, 177 23 illustrations, 2:
    color
④ ? logoff hold

       28mar86 16:27:02 User092187
    $0.52    0.011 Hrs File191
           $0.00  1 Types in Format  7
    $0.00  1 Types
    $0.11  Unimet
    $0.63  Estimated cost this file
    $0.63  Estimated total session cost   0.015 Hrs.
Logoff: level 7.10.10  16:27:03
```

PRACTICE SEARCH #2

TOPIC: Find articles on the ivory throne of Maximian in Ravenna. It is also referred to as the Cathedra of Maximian.



PRACTICE SEARCH #2

① BEGIN in File 191, Art Literature International (RILA).

② SELECT the synonyms throne and cathedra using OR.

③ Combine the other two concepts using AND.

④ Combine the major concepts using AND.

⑤ TYPE the records in Set 7 in Format 3, bibliographic citation only.

⑥ LOGOFF HOLD to end the search.

```
      Set  Items  Description
      ---  -----  -----------
① ? b 191

      28mar86 16:31:18 User092187
   $0.04    0.001 Hrs File191
   $0.05  Estimated total session cost   0.001 Hrs.

File 191:ART LIT.INTL.(RILA)1975 - 1984
COPR. 1985 J. PAUL GETTY TRUST--RILA

      Set  Items  Description
      ---  -----  -----------
② ? ss throne or cathedra

      S1       94  THRONE
      S2       11  CATHEDRA
      S3       98  THRONE OR CATHEDRA
③ ? ss maximian and ravenna

      S4        7  MAXIMIAN
      S5      102  RAVENNA
      S6        2  MAXIMIAN AND RAVENNA
④ ? ss s3 and s6

                98  S3
                 2  S6
      S7         2  S3 AND S6
⑤ ? t 7/3/1-2

 7/3/1
0073815     S 4905 (1982)
Reflections of Philo Judaeus in the Septuagint illustrations of the Joseph
story
 MATTHEWS, Jane Timken
 Byzantine Studies, VII/1, (1980), 35-54 11 illustrations

 7/3/2
0043006     S 4992 (1979)
Avori di scuola ravennate nel V e VI secolo (A school of ivories in Ravenna
in the 5th and 6th c.)
 VOLBACH, Wolfgang Fritz
 (Ravenna: Longo: 1977)  123 p.  69 illustrations; bibliography; index
 Series: (Antichita archeologia, storia dell'arte 4)
⑥ ? logoff hold

      28mar86 16:32:06 User092187
   $0.62    0.013 Hrs File191
         $0.00  2 Types in Format  3
   $0.00  2 Types
   $0.13  Uninet
   $0.75  Estimated cost this file
   $0.80  Estimated total session cost   0.015 Hrs.
Logoff: level 7.10.10  16:32:06
```

PRACTICE SEARCH #3

TOPIC: Find the citation for the exhibition catalog for the show of Northwest Coast Indian Art presented at the Rice Museum during the mid-1970's. (Consult the DIALOG documentation to determine the correct form of a search for the document type of exhibition catalog and for exhibit sponsors.)

SEARCH STRATEGY WORKSHEET

Search Statement: FIND THE CITATION FOR THE EXHIBITION CATALOG FOR THE SHOW OF NORTHWEST COAST INDIAN ART PRESENT AT RICE MUSEUM

Relevant Databases: RILA , FILE 191

Key Concepts

SYNONYMS			
DT= EXHIBITION CATALOGUE		EX= RICE	NORTHWEST (W) COAST

Publications Dates?

Languages?

Publications Types?

Number citations expected? 1

Format of citations? FORMAT 7

Online or Offline?

PRACTICE SEARCH #3

① BEGIN in File 191, Art Literature International (RILA).

② SELECTing the American spelling of "exhibition catalog" retrieves no records.

③ SELECT the document type of exhibition catalogue.

④ SELECTing the exhibit sponsor "Rice Museum" retrieves no records. Try just "Rice."

⑤ SELECT the exhibit sponsor as "Rice."

⑥ SELECT the most unique phrase in the description of the exhibit.

⑦ Combine the main concepts using AND.

⑧ TYPE the record in Set 10 in Format 7, bibliographic citation and abstract.

⑨ LOGOFF HOLD to end the search.

```
      Set  Items  Description
      ---  -----  -----------
① ? b191

      28mar86 16:45:07 User092187
    $0.04    0.001 Hrs File191
    $0.05  Estimated total session cost   0.001 Hrs.

File 191:ART LIT.INTL.(RILA)1975 - 1984
COPR. 1985 J. PAUL GETTY TRUST--RILA

      Set  Items  Description
      ---  -----  -----------
② ? ss dt=exhibition catalog

      S1       0  DT=EXHIBITION CATALOG
③ ? ss dt=exhibition catalogue

      S2   12398  DT=EXHIBITION CATALOGUE
④ ? ss ex=rice(w)museum

      S3      47  EX=RICE
      S4   14190  MUSEUM
      S5       0  EX=RICE(W)MUSEUM
⑤ ? ss ex=rice

      S6      47  EX=RICE
⑥ ? ss northwest(w)coast

      S7      73  NORTHWEST
      S8     129  COAST
      S9       8  NORTHWEST(W)COAST
⑦ ? ss s2 and s6 and s9

           12398  S2
              47  S6
               8  S9
     S10       1  S2 AND S6 AND S9
⑧ ? t 10/7/1

 10/7/1
00020599     3 1660 (1977)
A dialogue on form and freedom: Northwest Coast Indian art
 Exhibition shown: Houston, TX, USA, Rice University, Institute for the
    Arts, 23 Oct 1975-25 Jan 1976
 Exhibition also shown: Sydney, AUS, Art Gallery of New South Wales, 8
    Apr-2 May 1976; Adelaide, AUS, Art Gallery of South Australia, 23
    July-22 Aug 1976; Melbourne, AUS, National Gallery of Victoria, 14
    Sept-17 Oct 1976; Toronto, Ont, CAN, Art Gallery of Ontario, 15 Jan-12
    Mar 1977; Seattle, WA, USA, Art Museum, 11 May-26 June 1977
 Contributor(s): By Bill HOLM and William REID; CARPENTER, Edmund
 264 p.  102 illustrations, 50 color; diagrams; bibliography; 102 works
    shown
 ISBN 0-914412-09-4     Price: $8.75

 Book published in conjunction with a Northwest Coast Indian art exhibition
    organized by the Institute for the Arts, Rice University, with the
    cooperation of the Metropolitan Museum of Art, New York. Text includes
    an informal discussion between Holm and Reid on the craftsmanship and
    aesthetics of each of the objects included in the exhibition. The
    principal tribes represented in this exhibition are the Tlingit, Haida,
    Tsimshian, Bella Coola, Kwakiutl, Nootka, and Coast Salish. Edmund
    Carpenter's introduction traces the history of the most prominent
    collectors of Northwest Coast art, including the Surrealist artists who
    lived in New York in the late 1940s and delighted in the visual puns
    they found in this art. A second edition of the book, titled Indian art
    of the Northwest Coast: a dialogue on craftsmanship and aesthetics, is
    being distributed by the University of Washington Press, Seattle (920;
    ISBN no. 0-295-95331-7). (Isaac Harris Rosenstein, Institute for the
    Arts, Rice University)
⑨ ? logoff hold

      28mar86 16:46:06 User092187
    $0.76    0.016 Hrs File191
           $0.00  1 Types in Format  7
    $0.00  1 Types
    $0.16  Uninet
    $0.92  Estimated cost this file
    $0.97  Estimated total session cost   0.018 Hrs.
Logoff: level 7.10.10  16:46:06
```

PRACTICE SEARCH #4

TOPIC: Find articles on Laura Gilpin in RILA, ArtBibliographies Modern, and Magazine Index. Print the first five citations in each database and compare the results.

SEARCH STRATEGY WORKSHEET

Search Statement: ARTICLES ON LAURA GILPIN

Relevant Databases: RILA, FILE 191 ARTBIBLIOGRAPHIES MODERN, FILE 56
MAGAZINE INDEX, FILE 47

Key Concepts

SYNONYMS				
	LAURA (N) GILPIN			

Publications Dates?

Languages?

Publications Types?

Number citations expected?

Format of citations? FORMAT 3

Online or Offline?

PRACTICE SEARCH #4

① BEGIN in FILE 191, Art Literature International (RILA).

② SELECT "Laura Gilpin" using the (N) proximity connector to retrieve the name in either order.

③ TYPE the first five citations in Set 3 in Format 3, bibliographic citation only.

```
      Set  Items  Description
      ---  -----  -----------
① ? b191

      28mar86 16:49:59 User092187
    $0.04    0.001 Hrs File191
    $0.05  Estimated total session cost   0.001 Hrs.

File 191:ART LIT.INTL.(RILA)1975 - 1984
COPR. 1985 J. PAUL GETTY TRUST--RILA

      Set  Items  Description
      ---  -----  -----------
② ? ss laura(n)gilpin

      S1       51  LAURA
      S2       24  GILPIN
      S3       10  LAURA(N)GILPIN
③ ? t 3/3/1-5


 3/3/1
0094484      10 2117 (1984)
 FORT  WORTH  (TX, USA). Amon Carter Museum of Western Art: FORT WORTH (TX,
    USA), Amon Carter Museum of Western Art
Amon Carter Museum: an introduction
 (Fort Worth: 1982)  63 p.  38 illustrations
 ISBN 0-88360-042-9

 3/3/2
0088130      9 2491 (1983)      Reviewed in RILA 9 2492 (1983)
American photographers and the national parks: catalog of the exhibition
 Exhibition shown: Oakland, CA, USA, Oakland Museum, 2 May-5 July 1981
 Contributor(s): CAHN, Robert: KETCHUM, Robert Glenn
 40 p.  205 illustrations: 205 works shown
 ISBN 0-9603410-1-3

Review by: KING, Elaine A., New Art Examiner,  X/2, (Nov 1982), 17 , 1
    illustration

 3/3/3
0084421      9 2491 (1983)      Reviewed in RILA 9 2494 (1983)
American photographers and the national parks: catalog of the exhibition
 Exhibition shown: Oakland, CA, USA, Oakland Museum, 2 May-5 July 1981
 Contributor(s): CAHN, Robert: KETCHUM, Robert Glenn
 40 p.  205 illustrations: 205 works shown
 ISBN 0-9603410-1-3

Review by: THORNTON, Gene, New York Times,  (20 Dec 1981), D31,D33

 3/3/4
0085815      9 2491 (1983)      Reviewed in RILA 9 2493 (1983)
American photographers and the national parks: catalog of the exhibition
 Exhibition shown: Oakland, CA, USA, Oakland Museum, 2 May-5 July 1981
 Contributor(s): CAHN, Robert: KETCHUM, Robert Glenn
 40 p.  205 illustrations: 205 works shown
 ISBN 0-9603410-1-3

Review by: MURRAY, Joan, Artweek,  XII/21, (6 June 1981), 11 , 3
    illustrations

 3/3/5
0084720      9 2491 (1983)
American photographers and the national parks: catalog of the exhibition
 Exhibition shown: Oakland, CA, USA, Oakland Museum, 2 May-5 July 1981
 Exhibition  also  shown:  Washington, DC, USA, Corcoran Gallery of Art, 19
    Sept-15  Nov  1981: New York, NY, USA, Public Library, 7 Dec 1981-3 Feb
    1982: Chicago,  IL,  USA, Historical Society, 28 Feb-24 Apr 1982: Fort
    Worth,  TX, USA, Amon Carter Museum of Western Art, 27 May-11 July 1982
    Pittsburgh, PA, USA, Carnegie Institute, Museum of Art, 24 July-26 Sept
    1982: Minneapolis,  MN,  USA,  Institute  of  Arts, 17 Oct-5 Dec 1982:
    Denver,  CO,  USA,  Art Museum, 8 Jan-6 Mar 1983: Los Angeles, CA, USA,
    County Museum of Art, 7 Apr-26 June 1983
 Contributor(s): CAHN, Robert: KETCHUM, Robert Glenn
 (Washington, D.C.: National Park Foundation: 1981)  40 p.  205
    illustrations: 205 works shown
 ISBN 0-9603410-1-3
```

④ BEGIN in File 56, Art-Bibliographies Modern.

⑤ SELECT Laura Gilpin, using the (N) proximity connector to retrieve the name in either order.

⑥ TYPE the first five citations in Set 3 in Format 3, bibliographic citation only.

⑦ BEGIN in File 47, Magazine Index.

⑧ SELECT "Laura Gilpin" using the (N) proximity connector to retrieve the name in either order.

④
```
? b56

      28mar86 16:50:34 User092187
   $0.48    0.010 Hrs File191
         $0.00  5 Types in Format  3
   $0.00  5 Types
   $0.10  Uninet
   $0.58  Estimated cost this file
   $0.62  Estimated total session cost   0.011 Hrs.

File  56:ART MODERN - 1974 THRU DEC 1985
(Copr. ABC Clio Inc.)

      Set  Items  Description
      ---  -----  -----------
⑤
? ss laura(n)gilpin

      S1      67  LAURA
      S2      19  GILPIN
      S3       6  LAURA(N)GILPIN
⑥
? t s3/3/1-5


 3/3/1

147240
  MASTERWORKS OF AMERICAN PHOTOGRAPHY: THE AMON CARTER MUSEUM COLLECTION
  SANDWEISS, M. A.
  BIRMINGHAM, ALABAMA: OXMOOR HOUSE; DISTRIBUTED IN THE U.K. BY HARPER AND
ROW (1980 S), 168PP. 171 ILLUS. BIBLIOG

 3/3/2

115437
  LAURA GILPIN (SANTA FE, NEW MEXICO)
  THOMPSON, C. B.
  ART VOICES:SOUTH (U.S.A.), VOL. 2, PT. 1 (JAN.-FEB. 1979), P. 23. IN
ENGLISH. 2 ILLUS.

 3/3/3

107052
  PHOTOGRAPHY IN NEW MEXICO: FROM DAGUERREOTYPE TO THE PRESENT
  COKE, V. D.; (WITH AN INTRODUCTION BY) NEWHALL, B.
  ALBUQUERQUE, NEW MEXICO: UNIVERSITY OF NEW MEXICO PRESS (1979), XI+156PP.
102 ILLUS. BIBLIOG.

 3/3/4

090539
  NEW MEXICO: OPEN LAND AND PSYCHIC ELBOW ROOM
  MOSER, C.
  ARTNEWS (U.S.A.), VOL. 76, PT. 10 (DEC. 1977), P. 74-8. 5 ILLUS.

 3/3/5

081591
  CAMERA INTERVIEW: LAURA GILPIN
  HILL, P.; COOPER, T. (INTERVIEWERS)
  CAMERA (SWITZERLAND), VOL. 55, PT. 11 (NOV. 1976), P. 11, 27, 35-7. 1
ILLUS.
⑦
? b47

      28mar86 16:51:00 User092187
   $0.42    0.007 Hrs File56
         $0.00  5 Types in Format  3
   $0.00  5 Types
   $0.07  Uninet
   $0.49  Estimated cost this file
   $1.12  Estimated total session cost   0.018 Hrs.

File  47:Magazine Index - 1959-March 1970, 1973-86/Ma
(COPR. IAC) FMT 9=$3.50

      Set  Items  Description
      ---  -----  -----------
⑧
? ss laura(n)gilpin

      S1     797  LAURA
      S2      35  GILPIN
      S3       7  LAURA(N)GILPIN
```

⑨ TYPE the first five citations in Set 3 in Format 3, biblicgraphic citation only.

⑩ LOGOFF HOLD to end the search.

⑨ ? t 3/3/1-5

```
 3/3/1
2009897   DATABASE: MI File 47
  The eye for ageless beauty. (Laura Gilpin)
  Goldberg, Vicki
  New York Times Magazine   v135  p34(4)  Jan 19  1986
  CODEN: NYTIA
  illustration; photograph; portrait

 3/3/2
2008404   DATABASE: MI File 47
  Photographer Laura Gilpin: Chronicler of the southwest. (Amon Carter
Museum, Fort Worth, Texas)
  American West   v23  p96(1)  Jan-Feb  1986
  CODEN: AMEBAQ
  illustration; photograph

 3/3/3
1538624   DATABASE: MI File 47
  How they work: 3 master printers and their assistants.
  Asbury, Dana
  Popular Photography   v89  p79(12)  Dec  1982
  CODEN: PPHTA
  illustration; photograph; portrait

 3/3/4
0852714   DATABASE: MI File 47
  Laura Gilpin: photographer of the southwest.
  Vestal, David.
  Popular Photography   v80  p100  Feb  1977

 3/3/5
0840820   DATABASE: MI File 47
  The hocus-pocus of the universe. (book reviews)
  Publishers Weekly   v210  p72(1)  Nov 1  1976
  GRADE: B+
```

⑩ ? logoff hold

```
       28mar86 16:51:24 User092187
    $0.58     0.007 Hrs File47
            $0.50  5 Types in Format  3
    $0.50  5 Types
    $0.07  Uninet
    $1.15  Estimated cost this file
    $2.27  Estimated total session cost   0.025 Hrs.
Logoff: level 7.10.10  16:51:25
```

WELCOME TO
ART RESEARCH ONLINE

You have received this packet because you expressed an interest in the Art Research Online pilot project. Participants in the pilot project will be able to use a microcomputer located in the Architecture and Art Library to do their own online searching of indexes to the journal literature.

Please complete and return the attached form by May 9th indicating whether or not you will be participating in the project. Please return the packet with the form if you will not be participating.

This packet is designed to be a self-paced introduction to online searching. Follow-up seminars will be scheduled later in May. At these seminars, the Architecture and Art Librarian will answer your questions and offer tips on more effective searching.

This packet includes:

- ** Welcome to Art Research Online
- ** Architecture and Art Research Online Procedures
- ** Art Research Online: A Guide for Faculty
- ** Search Strategy Worksheets
- ** Evaluation Questionnaire
- ** Dialog Command Summary
- ** Interlibrary Loan Guide
- ** Staffed Faculty Photocopy Service Guide

We suggest the following steps as the most efficient way to use this packet.

1. Complete and return the attached form indicating that you will be participating in the project.
2. Review the Architecture and Art Research Online Procedures.
3. Read the self-paced workbook entitled Art Research Online: A Guide for Faculty and work through the sample search in Chapter 5.
4. Try the practice searches in Chapter 6.
5. Complete and return the Evaluation Questionnaire.

6. Attend a follow-up seminar. The schedule and a sign-up sheet will be posted in the Architecture and Art Library.

Please call the Architecture and Art Librarian, Margaret Culbertson (x7271), if you have any questions about the project or have problems as you are learning to search. In addition, Margaret is usually in the Architecture and Art Library Monday through Friday from 9 a.m. until 11 a.m.

ART RESEARCH ONLINE

Please fill out this form and return it to Margaret Culbertson, Lib - L. (The form is pre-addressed; just fold it and put it in intercampus mail.) Thank you.

_____ YES. I will be participating in the Art Research Online pilot project.

_____ NO. I will not be participating in the Art Research Online pilot project. I am returning the packet with this form.

If not, we would be interested in knowing why not:

NAME: _____

DEPT: _____

PHONE: _____

Please return this form by May 9th.

Thank you.

PROCEDURES

ARCHITECTURE AND ART RESEARCH ONLINE

1. HOURS OF OPERATION

The computer in the Architecture and Art Library is generally available for online searching from 8:30 a.m. to 5:30 p.m. on Monday through Thursday, and 8:30 to 4:30 on Friday. Project participants may reserve the computer by signing up on the calendar at the Checkout Desk. Also, you may call x7551 to reserve the computer.

2. LOG BOOK

All searches must be recorded in the log book located near the computer. A completed sample log sheet is attached. The time and cost information is necessary for our accounting records. Your answers in the evaluation section will be used in the evaluation of the pilot project.

3. OFFLINE PRINTS

If you order offline prints from Dialog, they will be received by the Library and sent to you through interoffice mail. Be sure to record the print transaction number on the log sheet.

```
? pr 16/7

P116:] PRINT 16/7 (items 1-13) est. cost of $1.82
? logoff
```

4. PRACTICE SUBSIDY

Each project participant is allowed a practice subsidy of $162.50. This will give each person approximately 2 1/2 hours of practice time. Each person is responsible for not exceeding the $162.50 of subsidized searching. The free practice time must be used before July 1, 1986.

5. PAYMENT FOR SEARCHES

After using the $162.50 practice subsidy or after July 1, whichever comes first, searchers will be responsible for paying for all search costs incurred. Payment may be made by check or IDT. Cash will not be accepted. Deposit accounts may be set up for individuals or groups. All search costs and payment information must be recorded in the log book. Payment should be given to Margaret Culbertson or Lynn Sterba.

6. DOCUMENTATION

The thesauri and other documentation necessary for online searching are kept in the Architecture and Art Library. They can be used only in the Library.

7. ASSISTANCE

Please check with Margaret Culbertson or Lynn Sterba if you need assistance in planning or executing your search.

HOW TO COMPLETE THE LOG SHEET

DIALOG LOGOFF MESSAGE

```
? logoff hold

        07apr86 15:45:03 User092187
    $2.22    0.037 Hrs File56
           $0.00  5 Types in Format  5
    $0.00  5 Types
    $0.22  Dialnet
    $2.44  Estimated cost this file
    $3.75  Estimated total session cost   0.059 Hrs.
Logoff: level 8.9.9  B  15:45:06
```

AVERY ONLINE LOGOFF MESSAGE

```
:+? logoff

Goodbye, UOH
00:02:32 elapsed time                  204 disk I/O's
1.17 CPU seconds                       34 terminal I/O's
End of session.
```

ACCOUNTING PORTION OF LOG SHEET

ARCHITECTURE & ART ONLINE LOGSHEET

DATE 4/28/86 NAME Janet Jones

DEPT Architecture PHONE x 6262

Please check the Online Service(s) used and record the time and cost information from the logoff messages.

DIALOG ✓	AVERY ✓
LOGOFF TIME 15:45:03	ELAPSED TIME 2:32
TOTAL SESSION COSTS 3.75	CHARGE RATE = .92 per min.
DATABASES SEARCHED:	COST = TIME x RATE
38 America History & Life	2.76 = 3 x .92
56 Art Bibliographies Modern	(Round time up to the next minute for calculation of cost)
OFFLINE PRINT TRANSACTION NUMBER	

METHOD OF PAYMENT (give payment to Lynn Sterba or Jackie Griffin)

✓ **Deposit Acct:** Name account is under? Jones

_____ **IDT:** IDT number? _____

_____ **CHECK:** Make your check payable to the University of Houston

_____ **Training Subsidy:** Not to exceed $162.50 per person

****

ALSO FILL OUT THE EVALUATION PORTION OF THE LOG SHEET.

DIALOG COMMAND SUMMARY

BASIC COMMANDS

Command	Example	Function
BEGIN	begin 10 b 49	BEGIN connects you to the database in which you want to search. Enter the file number after the command. BEGIN may be used at any time to change databases; however, it also erase all your previous sets.
SELECT	select france s computer ss wine? or drink ss s4 not champ?	SELECT retrieves records containing search term or terms you indicate and stores them in sets. Each set is assigned an S#. A set may be used in later SELECTs by indicating its S#. The abbreviation SS rather than S will produce a separate set for each search term SELECTed.
TYPE	type 7/6/2-3 t S/5/1,3,7	TYPE requests that your results be displayed immediately. it is followed by a set number, a format number, and the group of records you wish to view.
PRINT	print 7/5/1-31 pr 12/7/1-44	PRINT requests that results be printed offline and mailed to you. Specify set/format/records desired.
LOGOFF HOLD	logoff hold	LOGOFF HOLD will disconnect you from DIALOG, but will have the system hold your most recent search for a minimum of ten minutes, so you can RECONNECT to the search by logging on again. It produces an estimate of the cost of your search session since logging on.

LOGICAL CONNECTORS

OR - puts the contents of all the search items into one set, eliminating duplicate records.

AND - retrieves the intersection, or overlap, of the search terms: all terms must be in each record retrieved.

NOT - eliminates one search term (or group of search terms) from other search term(s).

POSITIONAL CONNECTORS

Connector	Example	Function
(W) (nW)	plant(W)production production(1W)plant?	Terms must be adjacent to each other and in the order specified. A number in front of the W indicates maximum number of possible intervening words.
(N) (nW)	ronald(N)reagan	Terms must be adjacent to each other and in either order. A number in front of the N indicates the maximum number of possible intervening words.
(F)	economic(F)recovery	Terms must be in the same field of the same record, in any order.

SUPPLEMENTARY COMMANDS

Command	Example	Function
EXPAND	expand iron e au=bronte	**EXPAND** displays the word list, or index, of the database. the entries in the list which displays may be **SELECT**ed by their E numbers
PAGE	page p	**PAGE** requests the following page or screen of an **EXPAND**
LIMIT	limit5/maj 18/eng	**LIMIT** restricts a set by some criteria defined by the database, most frequently English language, or time period. Its use varies in each database.
PRINT-	print- p078 pr- p146	**PRINT-** cancels the print command whose **PRINT** transaction number you enter. **PRINT** transaction numbers are assigned by the computer at the time that the **PRINT** request is made.
COST	cost	**COST** produces a display of the estimated cost of your search session since logging on.
D SETS	display sets ds	**DISPLAY SETS** lists all the sets formed since the last **BEGIN** command.

SEARCH STRATEGY WORKSHEET

ch Statement _____

vant Databases _____

Key Concepts

ications Dates?

uages?

ications Types?

Number citations expected?

Format of citations?

Online or Offline?

EVALUATION

When you have completed the Art Research Online training manual please answer the following questions by circling the appropriate number on the scale.
Return the questionnaire to the Library through intercampus mail by folding.
(Return address is printed on back of p. 2.)

1. Did the training manual clearly present the material?

Very Clear		Clear		Not Clear
1	2	3	4	5

2. Were the instructions in the self-paced manual clear?

Very Clear		Clear		Not Clear
1	2	3	4	5

3. Were you comfortable with this method of instruction?

Very Comfortable		Comfortable		Uncomfortable
1	2	3	4	5

4. Was this method of instruction compatible with your learning style?

Very Compatible		Compatible		Incompatible
1	2	3	4	5

5. Do you feel comfortable doing your own online research?

Very Comfortable		Comfortable		Uncomfortable
1	2	3	4	5

6. Do you have an improved understanding of microcomputers and their applications?

Improved		Slightly Improved		Not Improved
1	2	3	4	5

7. How confident do you feel in determining when to search online instead of searching the printed indexes?

Very Confident		Confident		Not Confident
1	2	3	4	5

8. Do you feel these training materials have improved your ability to articulate your research needs to a librarian?

Greatly Improved		Improved		Not Improved
1	2	3	4	5

9. To what extent did these training materials broaden your awareness of available services and resources within the library?

Greatly Increased		Increased		Not Increased
1	2	3	4	5

10. Are you interested in advanced training in search strategy development?

Very interested		Interested		Uninterested
1	2	3	4	5

11. Are you interested in advanced training in specific databases?

Very Interested		Interested		Uninterested
1	2	3	4	5

12. Are you interested in advanced training in system commands?

Very Interested		Interested		Uninterested
1	2	3	4	5

13. Are you interested in advanced training in microcomputer applications?

Very Interested		Interested		Uninterested
1	2	3	4	5

14. How long did it take you to complete the training materials?

1-2 Hours	2-3 Hours	3-4 Hours	4-5 Hours	5 Hrs. or more
1	2	3	4	5

Comments:

Thank you.