



University of KwaZulu-Natal Library, Pietermaritzburg

CLASSICS

Guide to finding information in the Library

LITERATURE SEARCHING

To find relevant information you have to use many printed and online sources. Using them in the order below, gives a progression from broad to detailed information.

At all stages look for bibliographies or works cited that might list relevant books, journal articles or other information sources. If you find something that looks as if it might be useful, look it up in the Library's catalogue (see under 3 below) to find out if it is available. Use Inter-Library Loans if it is not in the Library.

The sources below relate specifically to Classics. If a topic involves other fields or disciplines, information will have to be sought in other parts of the Library's collection as well.

Consult the Subject Librarian for Classics (see 8. below) if you need help.

1. SHORT LOAN

Situated on the Lower Ground Floor.

This is the place to start if your lecturer has put books and journal articles aside on a particular topic. A *Guide to Short Loan* is available next to the lift doors on the Ground Floor or in Short Loan.

2. ENCYCLOPAEDIAS AND DICTIONARIES

Shelved in the Reference Collection, Ground Floor, these may only be used in the Library.

Encyclopedias, dictionaries and other reference sources can be used to find definitions of words and terms; summaries and overviews; acronyms and abbreviations; related terms that can be used to extend a search. They may also contain bibliographies.

General encyclopaedias like *Encyclopedia Britannica* R 030

Language dictionaries

English	R 423
Latin	R 473
Greek	R 483

Subject encyclopedias and dictionaries are shelved according to their subject. Some examples are:

R 180.3 ZEY	<i>Encyclopedia of classical philosophy</i>
R 292.13 DIX	<i>Encyclopedia of Greco-Roman mythology</i>
R 703 TUR	<i>The dictionary of art</i>
R 880 OXF	<i>Oxford companion to classical literature</i>
R 936 OXF	<i>Oxford classical dictionary</i>

3. BOOKS AVAILABLE FOR LOAN

Shelved on the Second Floor.

Browsing using shelf guides

One way to look for relevant books is to browse at numbers listed in the *Classics guide to classification numbers* which can be found in a box on the wall next to the lift doors on the Second Floor.

Remember that the guide cannot list all possible classification numbers that have been used.

Using the Library catalogue

A more systematic search is possible using the Library's catalogue, iLink. There are eight iLink terminals on the Ground Floor and two on the Second Floor and you can access iLink from the Library website (see 7. below).

Select P – Cecil Renaud Main Library if you only want to see what is in this Library.

Keyword searches can be done in title or subject fields.

Examples of keyword searching in the SUBJECT field

To find books about a particular author, deity, mythological or literary character or place, type the name:

for example, PLATO; HOMER; ZEUS; ACHILLES; ATHENS

To find books about a particular work, type its title:

for example, ANTIGONE; ILIAD

To find books on a particular topic in Greece, type the topic and Gree\$ (which will find Greece and Greek):

for example, DRAMA GREE\$

To find books on a particular topic in Rome, type the topic and Rom\$ (which will find Rome and Roman):

for example, HISTORY ROM\$

To find books on a topic in Greece and Rome, type the topic and classical:

for example: ART CLASSICAL

If your keyword searching is unsuccessful, ask your Subject Librarian (see 8. below) for help.

4. JOURNAL ARTICLES

Print journals are shelved alphabetically by title on the First Floor and may be borrowed for 3 days.

One way to look for relevant journal articles is to use the *Classics guide to journals in the Library* which can be found next to the lift doors on the First Floor. The guide gives information about which volumes (and years) of a journal the Library has. For example:

Classical journal (55,1959 +)
Lampadion (5,1965 - 7,1967)

The first example indicates that the Library has the journal called *Classical journal* from volume 55 of 1959 onwards and still subscribes to it. The second example above indicates that the Library has the journal called *Lampadion* from volume 5 of 1965 to volume 7 of 1967 only.

Some e-journals are also available via the Library website (see 7. below). Click **e-journals**, then **e-journals by subject**.

A more systematic search for journal articles can be done using **databases** (see 5. below).

5. DATABASES FOR JOURNAL ARTICLES AND CHAPTERS IN BOOKS

These list the bibliographical details of journal articles from a particular set of journals by the topic and (usually) by the author of the article. Some include abstracts which are short descriptions of the contents of articles. Some list chapters in books as well.

REMEMBER: The Library will not necessarily have print volumes of all the journals in which the articles appear. If necessary, use Inter Library Loans.

A list of indexes useful for your subject can be found in the *Classics guide to journals in the Library* next to the lift doors on the First Floor. They include:

5.1. Databases - online indexes and abstracts

Available on the University LAN via the Library website (see 7. below).

May be used at workstations opposite the Issue Desk. Please book a half hour or two consecutive half hour sessions there.

This is usually the quickest way to find journal articles on some topics because many years can be searched at once. References to articles can be downloaded to disc and some can be e-mailed.

Many databases include full text articles.

Click **Databases for subjects** and scroll down to Classics.

Academic Search Premier (+/- 1993+) via EBSCOhost many **full-text** articles
Art Full Text (1984+) via WilsonWeb; some **full-text** articles 1997+
Arts and Humanities Citation Index (1994+) via Web of Knowledge
Humanities Full Text (1984+) via WilsonWeb; some **full-text** articles 1994+
JSTOR (1600-1991) all articles are available in full text
Project Muse (1993+) some **full-text** articles
SA-ePublications (2000+) via SABINET Online; all **full-text** articles
SwetsWise (various dates) some **full-text** articles

5.2. Printed indexes and abstracts

Shelved on the First Floor for use in the Library only.

l'Annee philologique (1,1924/6 +) and online via Library website in 2007. See 7. below.

Art index (1961+) and online as *Art Full Text* via Library website. See 7. below.

British humanities index (1,1962-2002)

Times index (1975-2002)

Printed indexes that may be useful for retrospective searches are:

Arts and humanities citation index (1981 -1996)

Humanities index (2, 1974/5 - 12, 1985/6)

6. THESES AND DISSERTATIONS

Theses and dissertations in the Library's collection are treated as books. They can be looked for in the Library's catalogue under author, title, subject, etc. For each thesis or dissertation completed at this campus the Library has a loan copy shelved on the Second Floor and a reference copy shelved in the Thesis collection on the Ground Floor. The latter is available for use in the Library only.

To find information about theses completed at other South African universities, use

Union Catalogue of Theses and Dissertations (1918 +)

Access is via the Library website (see 7. below).

Click **databases**, click **D**, click **SABINET Online**.

A username and password can be obtained from your Subject Librarian for off-campus use.

To find information on theses and dissertations completed at some universities in other countries, book at the Issue Desk to use

Dissertations and Theses A&I (1861 +)

Access is via the Library website (see 7. below).

Click **databases**, click **D**, click **Dissertations and Theses A&I**

For help with searching, speak to your Subject Librarian (see 8. below).

7. LIBRARY WEBSITE

Available at: <http://www.library.unp.ac.za/>

For link to websites relating to Classics, click **subject links** and scroll down to **Classics**.

8. SUBJECT LIBRARIAN

Jenny Aitchison's office is on the Ground Floor. To make an appointment:

telephone: (033) 260 5062

e-mail: aitchison@ukzn.ac.za