Conducting Historical Research: The Case of "Oriental Cairo"

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Online:
< http://cnx.org/content/col10291/1.4/ >

CONNEXIONS
Rice University, Houston, Texas
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Chapter 1

The Research Project

1.1 Introduction to Researching "Oriental Cairo"

1.1.1 Introduction

"Oriental Cairo" was published in 1911 by British travel author Douglas Sladen. It is a description both of Cairo at the turn of the century and a glimpse of the perspective of the turn-of-the-century British on that city. The work is filled with photographs and commentary, maps and travel suggestions, and allusions to the nature of the Egyptians as well as the British that are sometimes between the lines and sometimes overt. The work is a valuable insight into the ambiguous relationship of the British with Egypt, a nation they occupied without ever officially colonizing.

TIMEA

Oriental Cairo is one of many artifacts and texts that have been digitized and published online by the TIMEA project. TIMEA, or Travelers In the Middle East Archive, is a digital archive of narratives documenting travel to the Middle East published between the eighteenth and early twentieth centuries, along with images and interactive GIS maps. This course contributes to the project by organizing a virtual research project around the electronic text of Oriental Cairo. We use the electronic text as the basis for a case study on conducting historical research and using library resources.

1This content is available online at <http://cnx.org/content/m12590/1.8/>.
2http://timea.rice.edu
3http://hdl.handle.net/1911/9189

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
CHAPTER 1. THE RESEARCH PROJECT

Conducting Historical Research
This module is designed to guide you through a variety of research tasks centered on "Oriental Cairo". It is also designed to introduce a variety of resources available to you through a research library—for the purposes of illustration, we will focus on Rice University’s Fondren Library, but the approaches we detail here can be applied at other libraries as well. We will explore "Oriental Cairo" from a number of angles, namely those addressed by the list of questions that follows this introduction. We hope to demonstrate that the types of questions historians ask about specific works often arise, or are refined, during the research process itself. This project is a guided exploration of the research process that will enhance your knowledge of the tools of the trade and your ability to advance your own projects productively.

The following list of questions are some of the basics asked at the beginning of any number of possible research projects. They are also the titles of several modules designed to introduce the preliminary stages of finding answers to the questions their titles ask. Select any of the questions you see to be taken to a short description of the content and aims of the modules they represent. While you are browsing the descriptions, select any of the links in the paragraphs to be taken directly to that section of the module you are reading about.

Who is Douglas Sladen? (Who is Douglas Sladen?, p. 2)
What else has Douglas Sladen written? (What else has Douglas Sladen written?, p. 2)
How does "Oriental Cairo" compare with similar works? (How does Oriental Cairo compare with similar works?, p. 3)
How do I access electronic resources away from the library? (How do I access networked resources?, p. 3)
How do I use the online catalog (Searching Online Catalogs: WebCat, p. 3), meta-catalog (Locating Research Materials Using Meta-Catalogs: WorldCat, p. 3), and interlibrary loan (Borrowing Resources through Interlibrary Loan: Illiad, p. 3)?

Other questions addressed in specific modules
The following list of questions are addressed through examples contained in the modules related to this project.

Who is Douglas Sladen?
In Who is Douglas Sladen? we focus on the author as a research subject (Section 1.2.1: Author as Subject) in order to better understand his work, "Oriental Cairo." We begin by using the online resources at Fondren to identify our author (Section 1.2.1.1: Identifying Your Author) so that we might differentiate the author of "Oriental Cairo" from another Douglas Sladen. We then search for works written by our about him (or both) by searching the online catalog for our library (Section 1.2.1.2: Looking for Biographical Information in the Stacks at Fondren) and by searching WorldCat, (Section 1.2.1.2.1: Looking for Biographical Information at Other Libraries) which gathers together catalog records from thousands of libraries.

Then we move to articles about Douglas Sladen by looking in the online databases for journals and newspapers (Section 1.2.2: Looking in Journals and Newspapers for Articles about your Author). We offer some advice on how to choose an online database to search (Section 1.2.3: How to Determine Which Databases to Search) and then explore three; Historical Abstracts (Historical Abstracts, p. 12), JSTOR (JSTOR, p. 15), and The Times of London (The Times of London, p. 18). We then take our list of potential resources and locate the periodicals in Fondren library (Section 1.2.5: How to Use What You Find in the Online Journals).

What else has Douglas Sladen written?
In What else has Douglas Sladen written? we focus on collecting Douglas Sladen's other works (What can an author's bibliography tell us about him or her and the particular work we are researching?, p. 28). We begin by compiling a bibliography using WorldCat, (Section 1.3.1: Collecting a Bibliography with WorldCat),
making special note of what to do with the computer files (Computer Files, p. 30) and archival materials (Archival material, p. 30) that we find there.

We then search for any articles written by Douglas Sladen by exploring the online databases for journals and newspapers (Section 1.3.2: Collecting Articles in Journals and Newspapers), focusing specifically on The Times of London (The Times of London, p. 32), the main newspaper of record for Great Britain at the turn of the century.

**How does Oriental Cairo compare with similar works?**

In How does Oriental Cairo compare with other works, we focus on grouping "Oriental Cairo" with similar works for the purpose of comparison. First we locate the designated Subject Headings for "Oriental Cairo" (Subject Headings of the Library of Congress, p. 37) by visiting The Library of Congress (Section 1.4.1: The Library of Congress). Then we visit WorldCat to make a list of works that share a Subject Heading (Collecting the Titles that Share a Common Subject Heading, p. 39) with "Oriental Cairo."

We narrow our list of works by asking historical questions about the bibliography (Section 1.4.1.1: How to Collect a Productive Bibliography from the Library of Congress Subject Headings), such as: How does the work compare with others written in the same time from the same region? (How does "Oriental Cairo" compare with similar works published around the same time by other people from Great Britain?, p. 39), How does it compare with works published in another region? (How does "Oriental Cairo" compare with works published from another region, say the United States for example?, p. 41) and How has writing on the same topic changed over time? (How has writing about Cairo changed over time?, p. 42).

**How do I access networked resources?**

In Accessing Subscription-Based Electronic Resources, we explain why some online resources are restricted to subscribers, then explore two options for connecting to electronic resources outside of the library: using a proxy server or connecting through VPN.

**Searching Online Catalogs: WebCat**

In this module we offer a brief tutorial on WebCat., an example of an online library catalog. We offer a description of how WebCat searches (How WebCat Searches, p. 46) for the works you seek and provide a description of the search categories (Search Everything; p. 50) you may use in your search.

We then try some basic searches with quick search (Section 1.5.2.2: Basic Search on WebCat), the basic search tool for WebCat. We perform searches by author (Figure 1.72), title (Figure 1.73) and subject (Figure 1.74) as well as series, and periodical title to give you a basic idea of how the search tool works.

**Locating Research Materials Using Meta-Catalogs: WorldCat**

In this module we explore how to locate materials held by over 9000 libraries worldwide using a meta-catalog called WorldCat. We begin by showing you how to access WorldCat (Accessing WorldCat, p. 55) and then describe how WorldCat searches (How WorldCat Searches, p. 55) for the works you are looking for.

Then we perform a Basic Search (Section 1.5.3.2: Basic Search), noting the most productive keyword combinations (p. 56) for different search options. Finally we perform an Advanced Search (Section 1.5.3.3: Advanced Search), noting the different ways of looking for your subject (Different ways of looking for your subject, p. 61) there. We then show you how to limit your search (Limiting the media your searching for, p. 62) to the types of media you are searching for.

**Borrowing Resources through Interlibrary Loan: Illiad**

In Borrowing Resources through Interlibrary Loan: Illiad we focus on locating and borrowing works that are not held by our local library by using interlibrary loan (ILL). We describe Illiad, a system for generating and managing interlibrary loan requests. Then we go through the process of ordering a book.

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
1.2 Researching Biography: Who is Douglas Sladen?\

1.2.1 Author as Subject

In the course of a research project, you come across an interesting book from the time period you are studying, but you know nothing about the author and thus do not understand what perspective he or she has adopted. How do you study people’s lives and glean significant details about them? In this module we will explore how to conduct research into biography by doing a case study on how to research the background of Douglas Sladen, author of Oriental Cairo: City of the Arabian Nights. (Oriental Cairo is one of many historical texts collected in the Travelers in the Middle East Archive (TIMEA).) We will be using a variety

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4This content is available online at <http://cnx.org/content/m12529/1.11/>.  
5http://hdl.handle.net/1911/9189  
6http://timea.rice.edu  

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
of resources, from the title page of his book to online catalogs. This module is designed to aid you in studying biography by suggesting research methods, providing examples and applying the information you find in a productive way that furthers your project as a whole.

We will begin by looking for books about our author, such as a biography or autobiography. Then we will move on to articles written about him or his work contained in periodicals. Finally we will mine the daily newspaper archives for any mention of Douglas Sladen, including book reviews, his obituary or articles by the author himself. But first we should make sure we know exactly who we are looking for.

1.2.1.1 Identifying Your Author

Basic Information
In order to avoid accidentally researching the wrong author, it is important to gather some very basic information about our Douglas Sladen, such as his full name, birth and death dates. If there are any copies of "Oriental Cairo" in the library, then the catalog should provide that information for us. If you would like to take a brief tutorial on how to access and use WebCat (the online catalog used by Fondren Library, our example library), visit our WebCat module. Let’s do a quick Title Search on the catalog to see if it is in the stacks. Enter the title "oriental cairo" into the text box, and select the title search option.

![Keyword Browse](oriental cairo)

A glance at the results list tells us that our book is not in the stacks.

<table>
<thead>
<tr>
<th>#1</th>
<th>D975.T44 1884</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIEW</td>
<td>Notes of a journey from Cornhill to Grand Cairo, by way of Lisbon, Athens, Constantinople, and Jerusalem: performed in the steamers of the Peninsular and oriental company</td>
</tr>
<tr>
<td>Thackeray, William Makepeace, 1811-1863.</td>
<td></td>
</tr>
<tr>
<td>copies: 1 (LSC)</td>
<td></td>
</tr>
<tr>
<td>at: FONDREN</td>
<td></td>
</tr>
<tr>
<td>pubyear: 1884</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#2</th>
<th>D975.T44</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIEW</td>
<td>Notes of a journey from Cornhill to grand Cairo, by way of Lisbon, Athens, Constantinople, and Jerusalem: performed in the steamers of the Peninsular and oriental company / by Mr. M. A. Titmarsh [i.e. W. M. Thackeray]</td>
</tr>
<tr>
<td>Thackeray, William Makepeace, 1811-1863.</td>
<td></td>
</tr>
<tr>
<td>copies: 1 (WRC)</td>
<td></td>
</tr>
<tr>
<td>at: FONDREN</td>
<td></td>
</tr>
<tr>
<td>pubyear: 1846</td>
<td></td>
</tr>
</tbody>
</table>

Which brings up an interesting question...
What if the work you are looking for is not at your library?
Our research is certainly not limited to what can be found at our library, in this case Fondren. However, we are not yet left to the mercy of distant archives and dusty diaries. Fondren, like most other libraries, is

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part of a network of sister institutions that make their collections available through interlibrary loan. Books from other collections can be located and accessed through interlibrary loan by visiting Open WorldCat

NOTE: Open WorldCat is the free version of a catalog that collects records from libraries around the world. Your library probably has a subscription to the full version of WorldCat, which includes additional features. The examples given below reflect the interface and tools provided by the full version of WorldCat available through OCLC's First Search.

For our purposes here we will do a basic title search on WorldCat, just to pick up the necessary information to identify our author. If you would like a brief tutorial on how to access and use WorldCat, you may visit our WorldCat module.

From the Basic Search page on WorldCat, enter our title, "Oriental Cairo", into the text box marked Title, as you see below. Then select Search.

![Search interface](https://example.com/search.png)

Scroll down through the selections and you will find what looks like our book and our author.

---

7 http://worldcat.org/
8 http://worldcat.org/
9 http://www.oclc.org/worldcat/
10 http://www.oclc.org/firstsearch/

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Select the title link in blue, scroll down a bit and you will find Douglas Sladen’s full name, birth and death dates.

<table>
<thead>
<tr>
<th>Title: Oriental Cairo, the city of the &quot;Arabian nights&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s): Sladen, Douglas Brooke Wheelon, 1856-1947; Roosevelt, Theodore, 1858-1919</td>
</tr>
<tr>
<td>Publication: London, Hurst &amp; Blackett, 1911</td>
</tr>
<tr>
<td>Year: 1911</td>
</tr>
<tr>
<td>Description: xvi, 391 p. front., plates, fold. maps. 23 cm.</td>
</tr>
<tr>
<td>Language: English</td>
</tr>
<tr>
<td>Standard No: LCCN: 11-9987</td>
</tr>
<tr>
<td>SUBJECT(S): Cairo (Egypt) -- Description and travel.</td>
</tr>
<tr>
<td>Egypt -- Description and travel.</td>
</tr>
</tbody>
</table>

Now we can successfully avoid any confusion with multiple Douglas Sladen’s in our search for information about him.

1.2.1.2 Looking for Biographical Information in the Stacks at Fondren

Now that we are able to identify one Douglas Sladen from another we can begin to locate more extensive biographical information in the form of a biography or autobiography. For this we will return to the WebCat home page and search for Douglas Sladen again, only this time we will search everything even remotely related to that name by using the Search Everything option.

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
This list will be, no doubt, longer than any of the more specific search options. But you never know where you may find valuable information on your target subject and this gives you everything. It also lets you know quickly if you should move on to the next stage or continue looking on the shelves at Fondren.

Our list includes several works authored by Sladen, a few others edited and some which he is listed as having arranged. Fondren lists no actual biographies; however, we do have a valuable entry at the bottom of the list under the title "Who's Who."

**Who's Who**

Who's Who is an annual Biographical Dictionary published in London since 1849. Each volume also presents a wealth of information pertaining to the United Kingdom in the particular year in which it was published. The biographies are indexed and list the subject’s genealogy, relevant achievements, published works and even noted recreations. As we can see by selecting the view option, Douglas Sladen can be found in Who’s Who 1900, which Fondren has a copy of in the reference section. We find Sladen, Douglas listed alphabetically by last name on page 921.

As you can see we have everything from his home address to his hobbies as of 1900. Significant details include: "author and reviewer; b. London, 5 Feb. 1856.... 1st in History at Oxford, and was first to hold the chair of History in University of Sydney, N.S.W.; has travelled extensively in Japan, China, Australia, Canada, the United States, and Southern Europe." We also note that he has written many books, including *A Japanese Marriage*, *Brittany for Britons*, and *In Cornwall and Across the Sea*. To find out more, let’s move on to the next resource.
1.2.1.2.1 Looking for Biographical Information at Other Libraries

Looking for books available at other libraries that we return to the WorldCat homepage. We will perform a Basic Search for the words "sladen douglas biography," making sure to enter the text in the keyword text box. For further advice on how to word your requests for the best results in the future, click on the black question mark to the right of the Keyword text box.

We see Who's Who, which should be expected, as well as what appears to be an autobiography.

Figure 1.10: Search result: Douglas Sladen, "Twenty Years of My Life"

By clicking on the title of the work we are presented with a all of the information we would need to locate the book in other libraries ourselves, if we had to. Fortunately we are also granted the option to have this book delivered directly to us via interlibrary loan department, just under the Get This Item heading.

Figure 1.11

For more on how to complete an interlibrary loan request, please see Borrowing Resources through Interlibrary Loan: Illiad (Section 1.5.4). Now that a proper autobiography is on the way, there are a few other resources at the library to explore before we move on.

1.2.2 Looking in Journals and Newspapers for Articles about your Author

Articles published in journals or newspapers (or "periodicals") can be a valuable resource for any research project. If you are doing historical research, periodicals from the period you are examining can be invaluable primary source materials, since they reveal how people during the time were thinking and furnish detailed accounts of events. You will also find periodicals to be useful secondary source materials, as scholars often will published focused analyses of a particular issue or event in academic journals.
Articles are not listed separately in the library catalog like books. Instead, you must search a specialized periodical index, such as Nineteenth Century Masterfile\textsuperscript{11} for primary source materials or Historical Abstracts\textsuperscript{12} for secondary source materials. If we find the title or abstract of an article in the databases, but not the full text, we may then look in the library catalog to see if that particular journal title is available. Considering the number of journals and newspapers in the world, there’s a good possibility that your author or his or her work has been discussed in print. The indexes for many journals and newspapers are available online. You can also access some materials through full-text online archives, which make available not only bibliographic information but also the complete text of the article.

The typical research library (such as one found at a university) provides access to a wide variety of online journals and databases. Each database is unique in terms of content and search options and you will have to explore each one by one. However, as you become acquainted with the different styles you will find that learning one will invariably benefit you in learning others. We will explore several of these databases in this section as an introduction to accessing and productively searching their contents as well as procuring the material we need from them.

**How to Access the Online Journals, Newspapers and Databases**

Typically libraries provide links to journal indexes and full text collections from their home pages. For instance, from the Fondren home page, select the Collections option and then Journals, Indexes and Databases from the list to the right. This will bring us to the initial list of journals from which we will begin our search. The number of databases available is daunting, but we can identify those that are relevant to our field by skimming the descriptions or just looking within a particular discipline.

![Online catalog](http://poolesplus.odyssey.com/19centWelcome.htm)

![Fulltext online journals](http://cnx.org/content/m12529/latest/serials.abc-clio.com/)

![Reference sources](http://poolsplus.odyssey.com/19centWelcome.htm)

![Guides to subject resources](http://poolsplus.odyssey.com/19centWelcome.htm)

![Request assistance](http://poolsplus.odyssey.com/19centWelcome.htm)

![More info on remote access](http://poolsplus.odyssey.com/19centWelcome.htm)

**Figure 1.12:** Collections at Fondren Library

What can we find in these different collections, and which are most appropriate to our project?

\textsuperscript{11}http://poolesplus.odyssey.com/19centWelcome.htm
\textsuperscript{12}http://cnx.org/content/m12529/latest/serials.abc-clio.com/

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Catalog
In the catalog we will find all of the full-length works—books, films, CDs, etc.—that might be related to our subject, as well as the titles of the journals (but not of individual articles.)

Full Text Online Journals
This provides a list of thousands of journals that have digitized their articles for online access. Should we locate only the title or abstract of an article in our search we may return to this page and look for the full text online.

Reference Sources
This provides access to dictionaries, encyclopedias, almanacs and manuals of style and usage. It is an invaluable resource for nearly every stage of our project from the initial digging to the finishing touches of the writing process.

Guide to Subject Resources
This highlights the subject listings of the online journals and databases for us. In a very general way we can narrow down the number of journals we must choose from by selecting one of the subject options provided. If you become really lost you can always ask for help via e-mail by selecting Request Assistance. Your message will be sent to a staff member and you will receive a reply within a few hours, but usually sooner. Be as specific as you can in your message; the clearer your inquiry, the easier it will be to assist you.

1.2.3 How to Determine Which Databases to Search
We will begin by limiting the pool of databases by subject. We will use databases with full text articles, abstracts of articles or only titles of articles. We will then take our findings and search for all of the available resources on our subject, Douglas Sladen

Keep a Research Diary
As you collect your list of journals, databases, microfilm, etc. you should carefully note what you find and where you find it. Opening a word document with the title of a journal database, Historical Abstracts for example, will provide you with a place to cut and paste. Alternatively, you can use a bibliographic tool such as EndNote or the free, web-based Zotero\textsuperscript{13}.

Narrowing the Pool of Databases
Select the Guide to Subject Resources option from the list to the right of the text box. You will find a list of subject categories that the online journals have been filed under; there are several that may provide useful journals for our subject. Humanities lists English Literature, History of the British Empire and World History.

We know that Douglas Sladen was publishing from London, that Cairo was occupied by the British Empire in 1911 and that both of these cities would fall into the category of World History as subjects of study. We could begin with any one of these subjects. In the next category, Interdisciplinary Studies, we have Middle Eastern Studies listed as a separate category within which Cairo would certainly fall. The History of the British Empire seems to be the category most inclusive for our purposes, so we will begin there.

Subject Resources
A glance at the suggested resources for this subject lists two journal databases, two newspaper databases, several text collections in the stacks, microfilms, cd-roms, reference works and websites. Microfilm and Microfiche are valuable resources that will be explored later, but for now we will stay with collecting a list of suggested online databases. The short descriptions beneath the database titles will guide us in making our decisions about which to include in our list.

\textsuperscript{13}http://www.zotero.org/

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
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**Historical Abstracts**

Complete reference guide to the history of the world from 1450 to the present (excluding the United States and Canada, which are covered in *America: History and Life*). Published since 1954, Historical Abstracts has long been recognized as the leading bibliography for historical study in the world. Currently over 2,000 journals published throughout the world are covered.

**Figure 1.13: Historical Abstracts**

The most promising databases for our project seem to be Historical Abstracts, Nineteenth Century Master File and Times (London).

By searching the remaining two subject categories we have chosen, World History and Middle Eastern Studies we find some additional databases to add to our list, including JSTOR (the Scholarly Journal Archive), Academic Universe and Contemporary Authors. We will explore a few of these databases as an introduction to how they work and what they can yield. (Note that in order to access these resources your institution must subscribe to the database and you must be logged into its network.)

### 1.2.4 How to Search the Online Databases for articles in Journals or Newspapers

In this section we will be searching Historical Abstracts, JSTOR and The Times of London as an introduction to this kind of online resource. In this section we will only be collecting information (applications of that information will be explored in the section following this one).

**Historical Abstracts**

The title of this database is a very accurate one; it provides resources related to history. We will find a few full text articles here, but mostly only abstracts of articles we will locate elsewhere. This database is capable of searching every word of every abstract contained within it, so finding Douglas Sladen should be easy. All we have to do is enter the name into the text box last name first with no commas, as you see below, and click on search.

**Figure 1.14: Searching Historical Abstracts for Douglas Sladen**

---

14 [http://serials.abcclio.com](http://serials.abcclio.com)
17 [http://www.jstor.org/](http://www.jstor.org/)
18 [https://web.lexis-nexis.com/universe](https://web.lexis-nexis.com/universe)
19 [http://web1.infotrac.galenet.com](http://web1.infotrac.galenet.com)

Available for free at Connexions <[http://cnx.org/content/col10291/1.4]>
We find only one entry:

![Figure 1.15: Search result: "The Sunny Side of New Grub Street: The Writing of Douglas Sladen's Autobiography"

By selecting the Display Full Entry option at the top of the box we find a more complete description of the work, its author and fortunately for us, its subject.
<table>
<thead>
<tr>
<th>Type</th>
<th>Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Eliot, Simon</td>
</tr>
<tr>
<td>Title</td>
<td>THE SUNNY SIDE OF NEW GRUB STREET: THE WRITING OF DOUGLAS SLADEN'S AUTOBIOGRAPHY.</td>
</tr>
<tr>
<td>Abstract</td>
<td>Douglas Sladen (1856-1947), founder and first editor of Who’s Who, was a typical late-19th-century minor man of letters. He was a sociable man who belonged to many literary clubs and associations and knew most of the denizens of the London literary scene. His autobiography, Twenty Years of My Life (1915), was based largely on reminiscences of fellow writers supplied to Sladen at his request. Consequently, the autobiography is eulogistic and undiscriminating. Both the man and the book were characteristic of the camaraderie and mutual benevolence of the &quot;literary industry&quot; of the period.</td>
</tr>
<tr>
<td>Documentation</td>
<td>Based on the papers of Douglas Sladen in the Richmond (England) Public Library, 11 notes.</td>
</tr>
<tr>
<td>Abstracter</td>
<td>D. M. Cregier</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Period</td>
<td>1895-1915</td>
</tr>
<tr>
<td>Subject</td>
<td>Autobiography, Editors and Editing, Great Britain, Sladen, Douglas (Twenty Years of My Life)</td>
</tr>
<tr>
<td>ISSN</td>
<td>0309-2445</td>
</tr>
</tbody>
</table>

Figure 1.16: Full search result

 Available for free at Connexions <http://cnx.org/content/col10291/1.4>
There are several things about this entry that we should take note of here.

First, let's take a look at the way the article is listed. Type, Author and Title are clear enough headings; just remember that we are looking at an article in a periodical and not a book. This title would probably not show up in a title search on an online catalog. Citation, however, offers us a title that will; that of the periodical in which the article was published. "Publishing History" is that title; the brackets around Great Britain indicate where it was published. We have the date of this particular edition (1988), its volume number in parentheses and even the page numbers of the article following the colon (95-100). Locating a copy of this article will require all of this information, so let's make note of it now in the research diary—on paper, or save a copy of this entry in a folder on your computer.

Secondly, beside the heading Documentation we find that an archive of Douglas Sladen’s personal papers exists in the Richmond Public Library. There is always the possibility that they have been digitized. Even if we have difficulty finding them online, the library can always be contacted and the copies of papers possibly obtained. You should always make note of such a cache of archival information on your subject. You never know, you may wind up turning this project into a doctoral thesis one day.

Finally we see the biography we found in WorldCat, "20 years of my life", listed under the heading Subject. Selecting that option will bring us to Historical Abstracts’ listings on that particular title. Since that link returned us to the first listing, we can be assured that there is little else on Douglas Sladen here. Always try a few subject searches, such as "egypt travel writer" or "oriental cairo," just to make sure we have exhausted the resource for this particular subject.

JSTOR

JSTOR is a database that collects the full-text of hundreds of scholarly journals. It is a bit more complicated to use than Historical Abstracts, but full of information. Close attention to the search options can bring you articles written by your author, about your author, reviews of his books or essays that place your author in the context of a literary genre.

First, we need to fill in the text boxes. Note that you can limit your results to the exact phrase by surrounding it with quotation marks. For instance, "Douglas Sladen" would search just for that name, not results in which just Douglas or just Sladen appear.
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Figure 1.18: Entering search terms into JSTOR

Note that we have the option to search by author, title and full text. We will be casting our net as wide as possible by selecting full text.

Next we must select the journals we wish to search according to their academic discipline.

The list is longer than what you see here. We will check the boxes beside the subjects that correspond to our author. As we have seen, Douglas Sladen seems to turn up under a number of categories including Asia, Middle East, British Empire, Travel, etc., so we will be best off selecting even remote possibilities.

If we had located specific journals in which Douglas Sladen had published articles, or in which articles had been published about him, we could select the Expand Journal List option here, or Browse in the topmost tool bar, to choose those journals. For our present stage of research the full text search will be the most productive.

Finally we will open our search to include every category, including book reviews and bibliographies, by selecting the appropriate boxes in the area below the journal listings.

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Select the Begin Search option at the bottom or top of the page to begin the search.

We find 14 results for our search. Note that JSTOR weights results, so that the result judged most appropriate (based on how many times it appears or whether the term appears in the title) will come first. A brief look at a few of the results shows that JSTOR produces articles, citations (here, meaning the appearance of Sladen's name in a foot or end note), book reviews, bibliographies—anything in the catalog that contains the words douglas and sladen in that order within 14 words of each other. Let's begin with the first result.

**Sir Walter Besant: Novelist, Part Two**  
Fred W. Boege  
Stable URL:  
http://links.jstor.org/sici?sid=0229-0564%28195606%2911%3A1%3C32%3ASWBNET%3E2.0.CO%3B2-D  
Citation | Page of First Match | Print | Download | Save Citation

**Figure 1.21:** JSTOR Result 1: "Sir Walter Besant: Novelist, Part Two"

If we click on the Page of First Match option we will be taken directly to the first appearance of our key words in the article at hand. You must scan the page for them; on this page they in the footnotes.


**Figure 1.22:** Sladen in results page

If we had not already found Douglas Sladen's autobiography in our search of the catalog, we would now have the title of one here.

Browsing through the titles of the articles listed will give us an idea of their possible content and help us refine our search. The title Recently Published Articles suggests that The American Historical Review (the title of the periodical is usually in italics) may have published a list of articles by title and author. Even if the entire article does not appear, any reference to it would be valuable information for digging it up. Select the Page of First Match option.

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Recently Published Articles
Stable URL:
http://links.jstor.org/sici?sici=0002-8762%28197402%2979%3A1%3C284%3AREPA%3E2.0.CO%3B2-3
Citation: | Page of First Match | Print | Download | Save Citation

Figure 1.23: JSTOR Result 2: "Recently Published Articles"

Scanning the page we find the following listing.


Let’s break down what each part of this entry means:

Figure 1.25: How to read a bibliographic entry

All of this information will be important in locating the periodical we need. From this listing we may be able to locate an article dedicated to Douglas Sladen. We will explore this option a little further down. Here are a few more of the search results.

In browsing the appearance of Douglas Sladen’s name in the search results, we find references to other works that he has authored, including books on Italy, Japan, Germany, and Sladen himself. Each of these options and those left unexplored here can lead to productive resources.

The Times of London

Available for free at Connexions (<http://cnx.org/content/col10291/1.4>)
The Times of London has been the daily newspaper of record in England for hundreds of years. Douglas Sladen was born in England and published most of his books in London. Of all the newspapers we could search for Douglas Sladen, the London Times seems the most promising. It would have been the newspaper he would have been most interested in as a figure in the London literary scene and the newspaper most interested in him as an Englishman.

Notice that the catalog record indicates under "Online Coverage" that we can access the "full-image" Times Digital Archive, which means that even though every page has not been transcribed we can still search the archive and see page images. By selecting that option we will be taken to the main search page for this extensive digital archive.

A basic search produces four articles for us to choose from.
Selecting the first article we find a bit of commentary on Douglas Sladen's second biography, "My Long Life." Note that our search times are highlighted in the article.
Figure 1.29: Review of Sladen's autobiography in Times Digital Archive

A LITERARY GALLERY
Hutchinson, 12s. 6d.

Mr. Douglas Sladen is 83 and this is his second autobiography, written 25 years after the first and covering some of the old ground. There is no reason for regret in this, for Mr. Sladen was a literary pioneer in many directions. While occupying the Chair of History in the University of Sydney he became interested in the poetry of Adam Lindsay Gordon, and was the chief instrument in making it known to the western world. He was the first to write a travel book about Japan, after a visit to the Far East in the eighties.

The changes that time has brought about make him stay in Boston and New York at the beginning of the nineties one of the most amusing episodes, although, in contradistinction to the rest of the book, there is hardly a name mentioned in it that we now recognize. When he returned to England from these travels Walter Besant seized upon him for help in the organization of that club life which was just developing into so characteristic a feature of late Victorian Bohemian and literary society. Mr. Sladen was admirably fitted for this, not only by his travels and his own literary experience and ambitions, but by his tremendous vitality and enjoyment in his own fellow-creatures.

The pages of the book thereafter are stuffed with familiar names. The war is the Great Divide, and the After-Dinner Club, which Mr. Sladen founded, is a pale shadow after the Authors', the Arts, and the Savage Clubs' in their heyday.
Selecting the second article we find Douglas Sladen’s obituary. We can find a number of biographical details in obituaries. For instance, Sladen’s obituary tells us that he wrote over 60 books, was a devoted traveller, and belonged to several social organizations.
MR. DOUGLAS SLADEN

AUTHOR AND TRAVELLER

Mr. Douglas Sladen, the novelist, poet, and biographer, died on Wednesday at his home at Hove a few days after his ninety-first birthday.

Sladen was a prolific author, writing in all more than 60 books; his literary production had many real virtues, notably sincerity, humour, and verve. An indefatigable traveller, he took his subject-matter largely from the manners, customs, and scenery of foreign lands. Literature apart, he was a man whose qualities were eminently social. Founder of several clubs, member of many, he rejoiced in the society of his fellow-beings.

Douglas Brooke Wheelton Sladen was born in London, on February 5, 1856, the son of Douglas Brooke Sladen, solicitor, and his wife, Mary Wheelton. He was educated at Temple Grove, East Sheen, and Cheltenham, where he became senior prefect and a crack rifle shot (winning the Spencer Cup in 1874). He went up with an open scholarship to Trinity College, Oxford, and in his first year won all the shooting challenge cups. He took a first in Mods., did not go on to Greats, but took instead a first in Modern History. He was also a Rugby Blue. On coming down he was invited by his uncle, Sir Charles Sladen, a former premier of Victoria, to Australia, where, in 1889, he met and married Miss Margaret Isabella Muirhead. He was appointed to the new Chair of Modern History at Sydney, but when his uncle died he decided to return to England.

On his arrival in England Jerome K. Jerome proved a powerful friend, and much other literary acquaintance followed; but Sladen had no very spectacular success for some time. In 1888, provided with good introductions from Sir Edmund Gosse, the Sladens went to the United States. They visited Boston, New York, Montreal, Quebec, and then went on to Japan and China, reaching England in the summer of 1891. The next year Sladen published "The Japs at Home." Sir Walter Besant made him honorary secretary of the newly formed Authors' Club; Jerome put him up for the Yagabonds Club and made him literary editor of To-day; while in 1897 Sladen was asked by Mr. Adam Black to edit Who's Who, a post which he only held until 1899 for he was not the man to be tied to a routine task.

In 1933, the centenary of Adam Lindsay Gordon, he obtained influential literary support for a project to place a bust of Gordon in Poets' Corner, Westminster Abbey; a bust was made by Lady Kemble, then Lady Hilton-Young, and unveiled the following year by the King, then Duke of York. He founded the After-Dinner Club in 1920, and was chairman of the Modern Girl Club in 1930. He wrote two books of reminiscences— "Twenty Years of my Life" (1915) and "My Long Life" (1930). Sladen's first wife died in 1919, leaving one son, who adopted the Army as his profession. In 1920 he married Miss Christian Dorothea Duthie.

Figure 1.30: Sladen's obituary in Times Digital Archive

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
1.2.5 How to Use What You Find in the Online Journals

What we have found in the Journals so far can be put into two categories: information about Douglas Sladen and resources in which more information can be found. We will briefly explore in this section how to use what we have found to further our research.

**Locating the Texts Found in the Online Journals**

Our list of findings so far should look something like this:

**Articles:**


ISSN: 0309-2445

found in Historical Abstracts


*in Book Collector, 22 (Spring 1973): 35-43 [950]

found in JSTOR

**Books:**

Sladen, Douglas “My Long Life” Hutchinson London: 1939

found in JSTOR

These are, of course, just a few examples to show what sort of information we should be keeping track of. Let’s begin with the articles.

JSTOR is a very good resource for articles online, as we have seen. We can quickly browse their index to see if JSTOR contains the full-text for any of the articles that we have found by selecting the Browse option at the top of the home page. Select the Alphabetical List of Journals option in the middle of the page at the top and we will find a complete list of the journals JSTOR has digitized. We do not, however, find the titles we seek in this list.

Since we can’t find the journal online, we’ll try to get the print version. Let’s search the library catalog; we’ll look at the catalog for Fondren Library, but this process should work at other libraries. From the basic search page, enter the periodical’s title and select the keyword option and periodical titles category.

A quick trip to the basement of Fondren and we have our periodical.

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Available for free at Connexions <http://cnx.org/content/col10291/1.4>
The recovery of this article brings us several leads. First of all, the author’s interest in Sladen could mean that he has written more about him than just this piece. Also, by looking at his end notes we find other resources. For example, the author lists a review of "Twenty Years of My Life" in his end notes.

The importance of these bits of information may not be revealed until later on. However, for now it suffices to demonstrate how one discovery may lead to others in unexpected ways and in places we thought we had exhausted. As each new piece of information leads to a new source, the resources we thought we had exhausted become open to us again.

**Using the Information Found in the Online Journals**

We have quite a list of references and information about Douglas Sladen by now. Apart from the biographies on their way through interlibrary loan, we still have enough to put together a biographical essay including travels, achievements, club membership, acquaintances, interests and hobbies.

Each bit of information has its own value to our research and so must be investigated differently. The important thing to remember is that you never know what discoveries may change your view of the subject. We will take a look at the newspaper articles we found in the London Times as an example.

Sladen’s obituary and the review of his second autobiography both indicate his involvement with the Victorian bohemian literary club scene. He is, in fact, the founder of a number of clubs. We find out that
he was the literary editor of a periodical called "To-day" as well as "Who's Who." With a quick visit to the library catalog, our search continues with yet another new source: To-day. This title is listed being in Storage.

Title: To-day.

Publication info: London.

Physical description: 47 v.; 32 cm.

Dates/vols published: Vol. 1 (Nov. 11, 1893)-v.47 (July 19, 1905)

General note: "A weekly magazine-journal."

Linking title note: Absorbed by London opinion.

Local note: STORAGE LOCATION: 82C

Held by: FONDREN

Figure 1.35: Catalog record for To-day

Notice the Linking title note tells us that To-day was absorbed by London Opinion. Just above this information we see that the last date of publication for To-day was in July 1905. This suggests that To-day began to be published as London Opinion after July 1905. Douglas Sladen is referred to as the editor of To-day, not the London Opinion. No date is given for his appointment, but it is after 1891 in the list of his achievements. We know that To-day was absorbed by London Opinion long before Sladen’s death and so we might assume that the writer of Sladen’s obituary deliberately referred to the periodical by its name at the time of Sladen’s appointment as literary editor. Volume 1 of To-day is listed beside the Dates/vols published heading as Nov. 11, 1893. From this we might gather that he was appointed after 1893, but before 1905.

Retrieving Items from Storage

Many libraries store materials such as old journals off-site, since they don’t have room in the library building for vast collections. Typically retrieving an item from storage is quick and easy. For instance, at Fondren Library, select the user services link in the library catalog, then click on the "Retrieve item from storage" link. Then after you have filled in the bibliographic fields you must designate which issue of the journal you want to order.

http://antioch.rice.edu/fondren/circ/forms/storage.php
We already determined that Sladen was probably appointed after 1893 and before 1905. Let’s order up the first four and take a look.

1.2.6 The Next Step

We have collected a variety of sources and information in reference to Douglas Sladen. This store of knowledge can be applied in any number of ways, depending on your research needs. We will continue with an exploration of Sladen’s other writings, the writings of his contemporary travel writers, and a number of other topics listed in the Oriental Cairo module.

From this point, you could move in any number of directions with the information you have. Douglas Sladen’s story is interconnected with other travel writers, the bohemian literary scene and even a few political figures. If your initial interests have not yet been satisfied, then it is time to move on to another aspect of Sladen and his work. If your research topic has been narrowed down to a manageable size, then organizing your writing project is next on the agenda. Either way, the research methods explored here can be used to develop as well as discover your topic. We hope to have shown that each new source that you find can lead you to many potential sources and that each new discovery is actually a choice to be made about the direction of your research.
1.3 Compiling a Bibliography: What else has Douglas Sladen written?\footnote{This content is available online at <http://cnx.org/content/m12586/1.5/>.}

What can an author's bibliography tell us about him or her and the particular work we are researching? If you are working on a research project such as an investigation of Douglas Sladen, author of Oriental Cairo: City of the Arabian Nights\footnote{http://hdl.handle.net/1911/9189}, knowing more about what he has written can enable us to understand his background, interests, possible biases, and expertise. In our previous module on Sladen, whose work is included in the Travelers in the Middle East Archive\footnote{http://timea.rice.edu}, we examined how to research biography (Section 1.2). Now we turn to the process of building a bibliography, which can include not only books but also personal letters, reviews of other books or responses to reviews of his or her work, later or earlier editions of the work you are researching, etc. We will examine the process of locating everything by a particular author to demonstrate the variety of information such a search can produce. For some major authors such as Shakespeare, scholars have already prepared extensive bibliographies listing not only works by the author but about him or her. We might also have luck using a reference work such as The New Cambridge Bibliography of English Literature or Dictionary of Literary Biography, which lists authors' major works. The Nineteenth Century Short Title Catalogue\footnote{http://nstc.chadwyck.com} will also contain a listing of all works published in Britain, its colonies and the US from the beginning of the nineteenth century to the end of World War I. However, let's do our own research to determine what Sladen has written. In our previous research into his biography, we learned that Sladen wrote over 60 books; let's find out what they are.

**Confirming the identity of your author**

First, we have to make sure that we have enough information to identify one Douglas Sladen from another. For that we will go to\footnote{http://worldcat.org/} WorldCat, an online catalog that searches the holdings of thousands of libraries. If you are unfamiliar with the WorldCat, visit our WorldCat module. (Section 1.5.3)

In order to make sure that the information we gather is for the author of "Oriental Cairo" and not another author with the same name, we should perform a search for the book by entering its title, logically enough, into the title field.
Once you have found "Oriental Cairo," take a note of the full name, birth and death dates of Douglas Sladen. It will not always be productive to enter all of this information when we are searching for his works—he may be listed only by first and last name—but it will enable us to differentiate him from other Douglas Sladens.

1.3.1 Collecting a Bibliography with WorldCat

WorldCat is an excellent place to start collecting the writings of any author because of the breadth of collections the system has access to. Apart from books, WorldCat also lists items in archives, computer files, serial publications and sound recordings held by thousands of libraries around the world. It is not completely exhaustive, but WorldCat will produce one of the widest varieties of media for each search.

Note that Sladen's name, which is beside the Author(s) heading, is an active blue link.
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Title: Oriental Cairo, the city of the "Arabian nights",


Publication: London, Hurst & Blackett,

Year: 1911

Description: xvi, 391 p. font., plates, fold. maps. 23 cm.

Language: English

Standard No: LCCN: 11-9987

Geographic: Cairo (Egypt) -- Description and travel.

Figure 1.38: Results for "Oriental Cairo" in World Cat

By selecting this link, WorldCat provides you with everything in its listings attributed to Douglas Sladen. You will notice the rather daunting amount of items at the top in a series of tabs.

Figure 1.39: Types of Media Associated with Douglas Sladen in World Cat

These tabs can also tell us how many of which types of media are included. For now, let’s skip the books and take a look at other types of media.

Computer Files
Let’s look at the computer sources first. Just select the appropriately labeled tab. A glance at the list will tell you that your items are scattered around the world; libraries in Tokyo, Melbourne and London. Notice the words Computer File next to the heading Document. That means there is a very good possibility that we can receive it digitally in a very short period of time. In fact, it may already be available online, since some libraries create catalog records for free Internet resources. Select the title of one of the items, then scroll down to the Borrow this item from another library option. For a review of how to borrow items from other libraries, visit our Interlibrary loan module.

Now let’s move on to the archival material.

Archival material

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
We’ve found a record for a collection of letters by Sladen. On the full item record, you will notice that we are not given the option to automatically order this collection through interlibrary loan. Archival material is generally not in circulation. But we are not without options. Make a note of the location (the library and area in the library), author, title, publisher, publication date and accession number and then connect to your interlibrary loan system. For purposes of demonstration, we will discuss the system at Rice University, Iliad. Select "other" for type of material. In the section for user notes, just explain to the staff that your item is in an archive and you would like them to try to obtain a photocopy, digital copy or any sort of reproduction possible. There is always the possibility that, with archival material especially, no copies are allowed. But it is always worth the time to inquire.

**Books**

We have one hundred and fifty five books attributed to Douglas Sladen. Scrolling through, you will probably find that many works are repeated due to subtle differences in the entries from different libraries. The list produced by WorldCat will be very comprehensive, but it is not everything. For instance, WorldCat will probably not index Sladen’s publications in magazines and newspapers, which would be available through separate periodical indexes. So that you can easily collect a list of all of Sladen’s works available through WorldCat, mark the box beside each listing on each page. You can save time by just scrolling down to the bottom and selecting mark all. Skip to the next page and repeat. Once you have marked every one, select the Email or Print option at the bottom of the page.

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27 [http://iliad.rice.edu/iliad/](http://iliad.rice.edu/iliad/)

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
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Notice that you have the option to email a specific page of entries or all that you have marked; make sure you select Marked Records. Also, notice that you have the option for a brief or detailed entry for each work. You may not need the detailed entry, but you never know when that kind of information may come in handy. Select either before you enter your email or print the page.

1.3.2 Collecting Articles in Journals and Newspapers

Tracking down all of an author's publications in newspapers and magazines is a much more intensive process than finding his or her books, since there are so many possible periodicals where he or she could publish and indexes to them can be spotty. Since Sladen was writing in the nineteenth century, we may be able to find relevant information using the Nineteenth Century Index\(^\text{28}\), which includes the Nineteenth Century Short Title Catalogue, The Wellesley Index and Periodicals Index Online. (Note that coverage extends only from 1770 to 1919). According to the Nineteenth Century Index, Sladen published 57 articles, with titles such as "SOME YOUNGER AMERICAN POETS" and "MILAN CATHEDRAL." We could also use the Nineteenth Century Masterfile\(^\text{29}\), which contains extensive indexes for the nineteenth century. Here we will focus on the online archives for the Times of London and take a look at what we found by our author.

The Times of London

The Times has been the daily newspaper of record in England for hundreds of years. Douglas Sladen was born in England and published most of his books there. Of all the newspapers we could search for Douglas Sladen, the Times of London seems the most promising. It would have been the newspaper he would have been most interested in as a figure in the London literary scene and the newspaper that most interested in him as an Englishman.

Fortunately, the archive of the Times of London\(^\text{30}\) is available online to subscribers.

\(\text{Figure 1.42: Searching for "Douglas Sladen" in the Times of London Archive}\)

A basic search produces five articles for us to choose from.

\(\text{28http://c19.chadwyck.co.uk/}\)
\(\text{29http://poolesplus.odysse.com/19centWelcome.htm}\)
\(\text{30http://www.gale.com/Times/}\)

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Figure 1.43: Results for search for "Douglas Sladen" in the Times of London Archive

The first two articles were written by Douglas Sladen himself, while the other three were written about him and his work. Let’s look at the second of his contributions, "Morrison of Peking," which was published in 1937. Notice the paragraph about one third of the way down:
Sladen mentions his association with Sir Walter Besant, their co-establishment of the Author's Club and his wide relations with London journalists in the 1890's. Whether or not this helps you in your research project, the fact that you are able to access a letter to the editor of the London Times from the 1930's should tell you that very little lies outside of your reach as a researcher if you know where and how to look for it.

1.4 How Does "Oriental Cairo" Compare With Similar Works?\(^3\)

**Introduction**

How can we understand a work and an author from another historical period? In previous modules that are part of the course on Douglas Sladen and Oriental Cairo: City of the Arabian Nights\(^2\), we have constructed a biography of Sladen (Section 1.2) and a bibliography (Section 1.3) of his works. Now we will investigate how to view Oriental Cairo: City of the Arabian Nights\(^3\), an early twentieth-century travel book included in the Travelers in the Middle East Archive (TIMEA)\(^4\), in the context of other works. We may assume that Douglas Sladen is not the first or last person to write about the city of Cairo. One way of assessing a work of literature is to compare it with similar works. In this way we can see the differences between two works written around the same time, published in the same region about the same subject. We can also track trends in writing about a subject over time by comparing consecutive works written about the same subject. Also, we might notice some differences between works published in different regions that reflect different regional perspectives. In this module we will build a list of works to which we can compare Oriental Cairo by using Library of Congress Subject Headings and WorldCat.

**Collecting a Bibliography**

As we accumulate our list of books, you should make notes with at least the minimum amount of information required to locate a copy of each work. However, you may also wish to include as much descriptive information as possible about each work we find, producing a browsable list of abstracted topics as well as titles for future reference.

The following example, drawn from the catalog record for Oriental Cairo, should clarify what we mean:

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\(^3\)Available for free at Connexions <http://cnx.org/content/col10291/1.4/>

\(^2\)<http://hdl.handle.net/1911/9189>

\(^3\)<http://hdl.handle.net/1911/9189>

\(^4\)<http://timea.rice.edu>
Oriental Cairo, the city of the "Arabian nights", 

Illustrated with sixty-three intimate pictures of life in oriental Cairo, from photographs by the author, and with the newest map of Cairo.

London, Hurst & Blackett, 1911.

Cairo (Egypt)--Description and travel. 
Egypt--Description and travel. 

DT143 .S4

Figure 1.45: Research record for Oriental Cairo

The most practical resource for this practice will be explored in the section below on The Library of Congress.

1.4.1 The Library of Congress

The Library of Congress is the source of the system of categorization used by most of the libraries in the United States. We will be using their online catalog to lay out the parameters of our genre and to collect information on the works contained within it.

Accessing the Catalog of the Library of Congress

Visit http://catalog.loc.gov/ to access the Library of Congress catalog. From this page we can begin to assemble our bibliography.

Collecting Entries from the Database at the Library of Congress

Let's take a look at the types of information provided by the Library of Congress about their works, beginning with Oriental Cairo. Select the Basic Search option to the left of the screen. Enter "Oriental Cairo" into the text box provided and select begin search.

35http://catalog.loc.gov/
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We receive a brief record at this point. Just to make sure we have all of the information we need, select the Full Record option among the tabs above the entry.

Figure 1.46: Basic Title Search

Oriental Cairo, the city of the "Arabian nights", by Douglas Sladen......

Figure 1.47: Full Record

Scroll to the bottom of the page and you will notice a Print or Save option.

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
By selecting the Print or Save option you will be provided with a text only version of the information on "Oriental Cairo." You can now copy and paste this information into a document or download the web page for future use. Alternatively, you can email the search results to yourself. You should organize the information in a way that serves your research interests best, but take care not to eliminate any valuable information. As you add to your bibliography, do so alphabetically by author to save time in searching the lists later.

**Subject Headings of the Library of Congress**

You will notice a heading for Subjects in the Library of Congress description of Oriental Cairo. The Library of Congress Subject Headings are categories in a system for grouping books with similar topics. Subject headings are those words assigned to books that describe what the book is about. You can use the Library of Congress Subject Headings to help choose appropriate words or subject headings for Keyword searches in library catalogs. You can consult a print guide to Library of Congress subject headings or visit the online guide to subject headings[^36]. The headings are broken down like this:

**Sports**

(May Subd Geog)

UF Field sports
Pastimes
Recreations

BT Recreation
RT Athletics
Games
Outdoor life

SA subdivision Sports under military services, e.g., United States. Army –Sports; and under ethnic groups

NT Aeronautical sports
Age and sports
Aquatic sports
Ball games
[etc...]

Here is a translation of the abbreviations:

[^36]: [http://authorities.loc.gov/](http://authorities.loc.gov/)
"May Subd Geog" (next to the word "Sports") stands for "may be subdivided geographically." In other words, it might be possible to search specifically for aquatic sports in California, for example. This subject search could be done in the Catalog by keying in the terms "aquatic sports California."

**UF** stands for "Used For." This means that the subject heading "sports" is used to find information on "field sports," "pastimes," and "recreations" as well as "sports."

**BT** stands for "Broader Terms." In the example above, 'BT Recreation' signifies that the term "recreation" can be used in a subject search if the term "sports" is too specific for your needs. The broader term "recreation" is more general than the term "sports."

**RT** stands for "Related Terms." These terms are neither broader or narrower than the term "sports," but may be used to find more material related to sports.

**SA** stands for "See Also." This reference gives hints for finding information related to your topic within other subject headings.

**NT** stands for "Narrower Terms." These are subject search terms that can be used to find material on more specific topics, or sub-topics of the subject "sports."

- Other terms can be tagged on to the subject headings to narrow your subject search. These terms are preceded by dashed lines (--) in LCSH. For example, under


You can see how each main heading is composed of many subheadings and related terms. For Oriental Cairo we find two subject headings: "Cairo (Egypt) – Description and travel." and "Egypt – Description and travel."

Note the structure of the heading: first the region that the work focuses on is listed, followed by its main subject, "description and travel." We might expect that the first heading, with its narrower focus on Cairo rather than the whole of Egypt, would provide fewer, more focused results. The next step is to narrow this list down to a manageable and productive collection of comparable works. As you will see, the ways we choose to narrow this list are themselves historical questions that might form the basis of new research projects.

1.4.1.1 How to Collect a Productive Bibliography from the Library of Congress Subject Headings

**Begin with a Question**

Organizing a productive list of works to compare with "Oriental Cairo" from the thousands of works out there requires that you come up with the appropriate criteria for differentiating the works. This depends entirely on your research needs. However, often the course of your research will change as you encounter new information about your topic. This is an excellent point in the project to open your research up to several different possibilities and take the road that seems most productive to you in terms of what you find. The "right" questions are only truly "right" in the sense that they yield productive results. The most productive questions ever asked by historians probably started out as part of a list of potentially productive directions.

---

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
How does "Oriental Cairo" compare with other works published around the same time by other people from Great Britain?

How does it compare with works published around the same time from another region, say Egypt or the United States?

How do the perspectives of women and men writing about Cairo in the first quarter of the twentieth century differ from one another?

How has writing about Cairo changed over time?

With these questions in mind, we will demonstrate the process of building a list of works with which to compare your central text.

Collecting the Titles that Share a Common Subject Heading

We will build our list by using the Library of Congress by Subject Heading. Since the Library of Congress catalog lists only its own holdings, we will use WorldCat to do our research. WorldCat also uses the Library of Congress Subject Headings, but it searches the holdings of libraries all over the world. For a brief tutorial on WorldCat, visit our WorldCat module. Here, we will be taking the information we gathered at the Library of Congress and performing an Advanced Search to produce lists that meet our research needs. You can use either the full version of WorldCat, which many libraries subscribe to, or WorldCat.org, which is free but has more limited features. Below we demonstrate the full version.

Once you have arrived at the WorldCat homepage, select the Advanced Search option. Enter the Subject Heading information into the text box exactly as it appeared in the Library of Congress result. Then use the pulldown menu and select the word Subject. It should then appear in the box instead of Keyword.

![Figure 1.50: Doing a subject search in WorldCat](http://www.oclc.org/worldcat/)

Select Search and you will be provided with everything WorldCat has categorized under the Subject Heading: "Cairo (Egypt)—Description and travel." "Oriental Cairo" appears as the fifteenth result out of one hundred and fifty-six books. Now we will narrow this list down based on how we wish to compare them to "Oriental Cairo". The following sections are headed by some of the research questions listed above. We will use WorldCat’s Advanced Search features to explore related resources according to criteria such as publication place and date.

How does "Oriental Cairo" compare with similar works published around the same time by other people from Great Britain?

For this list we will need to locate works published from England within five years of "Oriental Cairo." Return to the WorldCat Advanced Search page and re-enter the Subject Heading information in to the first text box as we did above.

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Next, in the second text box type the word London, a major publishing hub in Britain. Then use the pulldown menu to select Publisher Location.

In the box labeled Year, type the year that fell five years before the publication of "Oriental Cairo" in 1911 and that year that fell five years after it with a dash in between them. Your entry should look like this:

![Search interface](image)

**Figure 1.51:** Searching WorldCat for Related Works Published in London

Select Search and you will find three titles that seem to fit our criteria for comparing "Oriental Cairo" to the works of Douglas Sladen’s British contemporaries: Walter Tyndale’s *Below the cataracts* (1907), A.O. Lamplough and R. Francis’s *Cairo and its environs* (1909), and John Patrick Barry’s *At the gates of the East* (1906).
1. **Below the cataracts.**  
   **Author:** Tyndale, Walter.  
   **Publication:** London, Philadelphia, W. Heinemann; J.B. Lippincott Co., 1907  
   **Document:** English : Book  
   **Libraries Worldwide:** 136  
   More Like This: Search for versions with same title and author | Advanced options ...
   ![See more details for locating this item](image)

2. **Cairo and its environs.**  
   **Author:** Lamplough, A. O.; Francis, R.  
   **Publication:** London, Sir J. Causton, 1909  
   **Document:** English : Book  
   **Libraries Worldwide:** 93  
   More Like This: Search for versions with same title and author | Advanced options ...
   ![See more details for locating this item](image)

3. **Oriental Cairo, the city of the "Arabian nights".**  
   **Author:** Sladen, Douglas Brooke /Wheelton, 1856-1947; Roosevelt, Theodore,  
   **Publication:** London, Hurst & Blackett, 1911  
   **Document:** English : Book  
   **Libraries Worldwide:** 56  
   More Like This: Search for versions with same title and author | Advanced options ...
   ![See more details for locating this item](image)

4. **At the gates of the East; a book of travel among historic wonderlands.**  
   **Author:** Barry, John Patrick.  
   **Publication:** London, New York and Bombay, Longmans, Green, and Co., 1906  
   **Document:** English : Book  
   **Libraries Worldwide:** 39  
   More Like This: Search for versions with same title and author | Advanced options ...
   ![See more details for locating this item](image)

**Figure 1.52: WorldCat Results**

If your library does not have these works and you would like to examine them, you can request that the library borrow them through Interlibrary Loan. Note that the WorldCat record typically provides a link to Interlibrary Loan for your library to make it easy to borrow works you've found.

**How does "Oriental Cairo" compare with works published from another region, say the United States for example?**

For this list we will return to the Advanced Search page and reenter our Subject Heading information. Since we can only search the publication place by city, we should now enter a few publishing hubs from the United States, namely Boston, New York and Philadelphia. Make sure you separate the names of the cities with the word "or" so that the search engine will not offer you entries that include all three instead of one or the others. Your entry should look like this:

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
CHAPTER 1. THE RESEARCH PROJECT

Chapter 1. The Research Project

Figure 1.53: Searching WorldCat for US works

Notice that in the third entry from the top both London and Philadelphia are listed as cities of publication.

3. Below the cataracts,
   Author: Tyndale, Walter.
   Publication: London, Philadelphia, W. Heinemann; J.B. Lippincott Co., 1907
   Document: English : Book
   Libraries Worldwide: 136
   More Like This: Search for versions with same title and author | Advanced options ...
   See more details for locating this item

Figure 1.54: WorldCat Result: Work published in the US and Great Britain

Some books, particularly popular ones, were published both in the United States and Great Britain. In order to determine where the author is from, we may need to do some additional research.

You now have two lists of works published in different regions all having to do with traveling and describing the city of Cairo.

How has writing about Cairo changed over time?

For this list we shall not limit our search by date so that we might get the widest range of publication dates possible. In order to keep our list manageable we will limit our search by region once again, continuing with the publications coming out of London. Return to the Advanced Search screen and re-enter the subject headings and publisher location information into the text boxes. Do not, however, enter anything into the date text box. Your entry should look like this:

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Your search should produce around thirty or so results from the first half of the eighteenth century to the beginning of the twenty-first.

To put them in order by date select the Sort option at the upper left hand of the screen.

![Sort by Date](Figure 1.56)

You will have several sorting options. Use the arrow next to the text box to scroll down to the Date option and then select the Ascending option to the right of that box to move from earliest to latest dates.

![Sort by: Date](Figure 1.57)

When you return to your results, the entries should be arranged in order from the earliest publication to the latest. From this list you may select the works that seem most appropriate, in relatively even increments.
1.5 Using Library Resources

1.5.1 Accessing Subscription-Based Electronic Resources

Introduction

Many online research sources, such as indexes, databases, and journals, are available only through subscription. Each year libraries pay significant fees to bring these resources to their patrons. To use fee-based online resources, users must be validated as belonging to an institution that has purchased a license. Vendors often restrict access to resources by IP (Internet Protocol) address, the address for your institution’s network. If your institution has paid for a subscription to an electronic journal, database, or index, there are several ways that you can potentially access it. You can:

- Use the electronic resource at the library.
- Gain access from an office, dorm room, or other room on campus, provided that you are connected to the campus network. You can use either a wireless or a hard wired connection.
- Access the resource from off campus via a proxy server
- Connect to the resource from off campus via a VPN (Virtual Private Network)

Many people prefer to do their research from home rather than having to go into the library. Most universities provide a way for students, faculty and staff to access resources from off-campus; some public libraries, such as the Minneapolis Public Library, also provide access to electronic resources from outside the library building. In this module, we will focus on accessing electronic resources through VPN or a proxy server. For purposes of demonstration, we will discuss how everything works at Rice University, but a similar process will apply at most other institutions. Check with your institution’s library and information technology department to get the specifics.

1.5.1.1 Accessing Online Resources Through a Proxy Server

A proxy server allows people to access restricted online resources from outside their campus or work network. As the word "proxy" suggests, a proxy server is a piece of software that goes between your computer and a web server. It verifies that you are a member of your institution and thus entitled to use web-based licensed resources from off-campus by requiring you to enter a username and password.

In order to use the proxy server, you will need to configure your web browser so that it points to the proper server in the proxy settings. Like many other universities, Rice gives detailed instructions for configuring the proxy server. Each browser (such as Firefox and Internet Explorer) requires a slightly different configuration process, but once you get everything set up you typically do not have to configure the browser again. For example, to set up Internet Explorer to work for Rice users, you would use the following process (replacing the address for Rice’s proxy server with that of your own institution):

\[\text{http://proxy.rice.edu/}\]

Available for free at Connexions <http://cnx.org/content/col10291/1.4/>
Configuring Internet Explorer

In order to configure Internet Explorer to use the proxy server:

1. Open Internet Explorer
2. Click on Tools
3. Click on Internet Options
4. Click on Connections
5. Click on the LAN Settings button
6. Make sure that the checkbox next to Use automatic configuration script is checked
7. In the Address text field, type in http://proxy.rice.edu/proxy.pac
   That window should look like this when you are finished:

   ![Local Area Network (LAN) Settings]

8. Click on OK
9. Click on OK

Figure 1.58: Configuring the proxy server for Internet Explorer

Once this process is complete you should be able to access most of the online resources available through the network. (A complete list of resources available through the proxy server at Rice is available at http://proxy.rice.edu).

Once you have logged in, typically you can access resources via the proxy server for up to two hours; if you lose your connection, just re-enter your user name and password.

1.5.1.2 Using a Virtual Private Network (VPN)

Whereas the proxy server provides access to restricted Web resources by verifying your identity through your login and password, a Virtual Private Network (VPN) establishes a secure connection to your campus

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
With VPN, you can not only access web sites, but also transfer files, run programs, and so forth. Although a VPN may be slower than the proxy server, many libraries recommend this secure, flexible approach over the proxy server. Often more resources are available through VPN than through the proxy server, and you may have more flexibility in working with them. Using VPN requires that you install special software on your computer and set up an account through your institution’s Information Technology group. See, for example, the description of how the VPN works at Rice.

1.5.2 Searching Online Catalogs: WebCat

1.5.2.1 Introduction

Online catalogs such as WebCat make it easy to find what you’re looking for in a library’s collection, including books, films, music and periodicals. WebCat offers a variety of search options to assist you in sifting through the variety of materials available to find the exact item you are looking for. The following is designed to help guide you through these options.

**Accessing the Catalog**

Typically you can find the link for the library catalog by visiting the web page for the library. From the Fondren Library home page, for instance, click on Catalog and you will see a list of options on the right side of the screen. Select Search WebCat to access the introductory search page.

![Figure 1.59](https://www.rice.edu/fondren)

**How WebCat Searches**

First, let’s take a quick look at what WebCat looks for when you begin a search. Here is an example of one entry among thousands in the index.

44http://www.rice.edu/it/resources/network/offcampus/vpn/

45This content is available online at <http://cnx.org/content/m12527/1.5/>.

46http://www.rice.edu/fondren

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
The information presented above may be viewed as a list of categories you could use to locate this particular work through WebCat, such as title, author, and subject.

Notice that a few bits of information are in blue; these are links to more information or other lists of works related to the information already listed. We will highlight a few of them here.

**Author**

**Personal author:** *Sladen, Douglas Brooke Wheelon, 1856-1947.*

**Title**

*Queer things about Egypt [microform] / by Douglas Sladen.*

**Subject**

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Subject: **Egypt--Description and travel.**

Subject: **Egypt--Social life and customs.**

*Figure 1.63*

The subject links will search WebCat for all other works that fall under the same subject heading. These catalogers assigned these terms by drawing from an extensive and authoritative list of subject headings developed by the Library of Congress. For an in-depth description of subject headings, visit the Library of Congress (Section 1.4.1: The Library of Congress) section of our How does Oriental Cairo compare with similar works? module. For now, just note that the words listed in blue are links that will take you to a list of all of the works that Fondren has categorized under the same subject headings as the work listed in the entry.

**Keeping a list of what you find**

We suggest that you keep a well documented list of everything you find in your searches. WebCat provides an easy way to do this. Let’s go back to our entry for Queer things about Egypt. Notice a small box just above the blue link for the call number:

*Figure 1.64*

(Note that the entry will not be checked as it appears here; you must do that yourself.) To automatically generate a list of the works you’ve found, check all of the relevant catalog records and when you have finished your session with WebCat, click the Print Capture option at the top of the screen.)
You will be taken to a screen that will not only let you view all of your results, but also organize them, save them, or print them. You have several options here; take a look at them all and choose a standard for your self so that you will always know what to look for in your list.

**Print/Capture**

Out of 1 records, print/capture numbers: 1

<table>
<thead>
<tr>
<th>type of output: Formatted</th>
<th>sort by: Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>view of records: Full</td>
<td>library: ALL</td>
</tr>
<tr>
<td>order of call numbers:</td>
<td>Ascending</td>
</tr>
</tbody>
</table>

Choose one of the following:

- View marked results on the screen
- Save to local file using File menu’s “Save”
- Print to attached/local printer: using File menu’s “Print”
- Email_to: 

This set of options will produce a list of full entries in alphabetical order by title. The entries will look like this:
You have the option of saving or printing each individually as you go along or at the end of your session. If you decide to save each as you go along, here are a few suggestions: create a new file on your desktop and title it with the subject you are researching and the date. When you select the save option, a screen will pop up with the entry in it. Select the File tab and highlight Save As. Then, select your new folder as the target and rename the entry you are saving with the title of the work it describes.

You will notice that you also have the option to e-mail your search results to yourself. This option comes in handy if you want to get to the search results from a computer other than the one you are currently using.

**Search options on WebCat**

The system simply searches the index for the terms you enter into the text box provided, in the order that you enter them, and within the category limits you set by choosing author, subject or title. Have a look at your search options with this list in mind.
**Search Everything:**
This option seems pretty obvious—it literally searches every bit of text in the index for the keywords you enter.

**Author:**
Take a look at the entry above and notice that how the author’s name is listed: last name first, followed by a comma, and then any titles your author may hold, first name, and then any additional names.

**Title:**
Enter the title of the work you are looking for exactly as it appears in your reference—no quotes or italics necessary—and WebCat will produce everything in the stacks or in storage listed under those keywords.

**Periodical Title:**
An article referenced in a footnote looks something like this:

```
Book Collector, 22 (Spring 1973): 35–43 [950]
```

*Figure 1.69*

Checking the stacks at Fondren for article requires that you find the periodical it was published in. If you have the name for that periodical, “Book Collector” in our example, enter it into the text box and select Periodical Title. Then you can look through the list for the specific issue you need; here it would be Spring 1973.

**Subject:**
Notice the entries next to Subject in our example. These are determined by the Library of Congress. For now just make a note of how they are presented—regions first, followed by type or genre.

**Series:**
Many works are published or grouped later, with other related material in a series. You can see in our example that it is the ninth unit in a series called Western books: The Middle East from the rise of Islam. If you entered those terms into the text box and selected the series option you would be presented with the other eight as well, if they are in the collection at Fondren.

**Keyword and Browse**
Browse returns an alphabetical list of records beginning with the first word entered. Keyword returns records containing the keyword(s) entered into the search box. In general, keyword is a more comprehensive search option.

### 1.5.2.2 Basic Search on WebCat

There are three initial search options for you to choose from on the right side of the screen.

*Figure 1.70*

The default setting of WebCat is Basic Search, the most general of the options. This is usually the best place to begin if you do not have very specific information on the item you wish to locate.
The default search option does not require that you have any specific information about a particular item to search for it. Basic Search will sort the contents of the catalog in order of their catagorical relation to the keywords that you enter into the text bar. By choosing one of the six catagories below the text bar you can then limit the way WebCat applies your keywords.

![Search Options](image)

Figure 1.71

Which of these options you select will depend on what kind of information you have about the item you are looking for. We will take a look at each search option in terms of the information you need to use them and what they can produce for you.

![Author Search](image)

Figure 1.72

**All you have is the author’s name**

If you have the full name of the author, type the author’s full name, last name first, followed by a comma, the first name, and then any additional names in their correct order into the text box and select the Author search option. WebCat will produce a list of every item in the collection that has been attributed to your author.

**If you have only part of the author’s name**

If you have only some of the author’s name, let’s say just his last name, you can still find the work your looking for here. Just enter the information you do have and WebCat will provide you with a list of potential authors for you to choose from. Select any of the names in the list and you may peruse their works to see if you have found your woman, or man as the case may be.

You may select record to view a more complete description of any of the works listed. This description may include biographical notes about the author, additional contributors to the work, a synapses of the contents, subject categories under which a researcher may locate similar works and all publication information. If the information appears in blue then it may link to even more information about a particular aspect of the work.

**When to use the Author search**

This catagory should be used if you know the name, or any part of the name, of the author, but not of the specific text you want. This search will produce a list of every work in the collection that has been authored by someone whose name includes the keywords you have entered. This is a productive catagory if you wish to browse through everything a particular person has written, for example.
All you have is the Title of a work
If you have the complete title of the work you need, type the exact title of the book into the text box and select the Title search option. The catalog will produce every item in the collection listed under that exact title. The individual descriptions will provide all of the basic information required to locate the particular media in the stacks. The list will also alert you to the status of that work—whether it is on the shelf, checked out, on reserve or in a Rice library other than Fondren.

If you have only part of the title of a work
If you know only part of the title of the work you need, enter what you have into the text box, select the keyword option unless you are sure that the word you know is the first word in the title, and select a title search. WebCat will produce every title with the keywords you enter.

Among the works listed you may select View to see a more complete description. This description may include biographical notes about the author, additional contributors to the work, synapses of the contents, all publication information and subject categories under which a researcher may locate similar works. If the information appears in blue then it may link you to even more information about a particular aspect of the work.

When to use the title search option
This category should be used if you know some, but not necessarily all of the words in the title of a particular work. This search will produce a list of every work in the collection that has a title which includes the keywords you have entered. This is a productive category if you do not know the exact title, but know one or more of the words in it.

All you know about the book is the subject matter
If the only thing you know about the book you need is that it should be about a specific subject, you’re in the right place. Take another look at the entry example at the top of this module. Listed next to Subject you will see the words “Egypt—Description and Travel”. Notice that region is listed first, then genre. The categories into which works are placed are both concentric and overlapping. Within the larger category of Egypt lie the sub-categories of Description and Travel as well as Social Life and Customs. If you wanted to learn how to do the breast stroke you would look under “sports aquatic instruction” for example. Many times entering a subject keyword will produce more subject heading options; this can be a useful tool in narrowing down your subject pool to just the types of works you wish to peruse.

Type the keywords you feel most appropriately describe your subject into the text box and select the Subject search option. WebCat will produce either a list of specific items that relate to the combination of keywords or, if there are no distinct matches, a list of subject themes for you to choose from.

You may select the view option to see a more complete description of any of the works listed. This description may include biographical notes about the author, additional contributors to the work, a synapses
of the contents, subject categories under which may take you to similar works and all publication information. If the information appears in blue then it may link you to even more information about a particular aspect of the work.

**When to use the Subject search**

This category should be used if you wish to browse through all of the works on a specific subject. Works are shelved in the library according to specific subject categories that are set by the Library of Congress. In many books, the Library of Congress subject headings will be found on the page opposite the title page at the beginning of the book. It is best to begin with the aspect of the subject that is most broad, Africa for example, and then focus in on the specific qualities of the work you seek, such as Egypt and then Travel. In the subject category it is important that you describe your target subject with as few words as you are able to. Too refined a search will produce no results and too broad a search will produce too many. Try to choose the words that most succinctly describe the work you are looking for. You can find a complete list of the Library of Congress subject categories online or review the printed listing at the library’s reference desk.

![Periodical Title](http://authorities.loc.gov/)

**Figure 1.75**

If you are looking for an article in a periodical

If you are looking for an article, you will probably need to search a periodical index or full-text journals database. However, the catalog will locate the periodical it was published in, however. If you know the name of the journal, enter it into the text box and select the Periodical Title option. When you find your title, look for the specific issue you need. It should be listed in the reference you pulled your article from, such as a foot- or end-note in a book.

If you are looking for an article, but you do not know the name of the periodical it was published in

At this point we will need to access another resource—either journal index (such as Historical Abstracts), or an electronic journal collection (such as JSTOR). You will be able to search thousands of journals with keywords just as we have done with WebCat. You will be able to locate the periodical you need and then return to the library catalog to see if it is available. For a guide through the online journal index, visit the Online journals and newspapers (Section 1.2.2: Looking in Journals and Newspapers for Articles about your Author) section of our Who is Douglas Sladen? module.

**When to use the Periodical Title search**

This category should be used if you know the title of a specific journal, newspaper or any other periodical in the collection that may contain the item you are looking for. You may also enter a subject category and search for any periodicals that may relate to the topic you are researching. The catalog will provide all of the periodicals that relate to your particular area of interest.

![Series](http://authorities.loc.gov/)

**Figure 1.76**

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47 [http://authorities.loc.gov/](http://authorities.loc.gov/)

Available for free at Connexions (<http://cnx.org/content/col10291/1.4>)
If your work is a part of a series
Often works are published in a series of several volumes or with related works or authors. You can find this information on the page opposite the title page at the beginning of the book along with all of the publication information. By typing the name of the series into the text box and selecting this option a list of all works included in that series that the library has on the shelves will be provided.

When you should use the Series search
This category should be used if you know of a particular series of publications in which the work you seek may be included.

Figure 1.77

Search Everything
If you want to cast your net widely and conduct a more general search across the title, subject terms, periodical titles, and author fields, select "Search Everything." You will probably retrieve some irrelevant results, but at least you won’t miss anything.

You may select the view option for a more complete description of any of the works listed. This description may include biographical notes about the author, additional contributors to the work, a synopses of the contents, subject categories under which a student may locate similar works and all publication information. If the information appears in blue then it may link the student to even more information about a particular aspect of the work.

When you should use the Search Everything search
This category should be used when you have only the most basic idea of what you are looking and wish to browse many options—or if you want to know everything Fondren has even remotely related to your topic. For example, if you want to know everything written about, by or in the same vein as a specific work, you’re in the right place.

1.5.3 Locating Research Materials Using Meta-Catalogs: WorldCat

1.5.3.1 Introduction
WorldCat is a system designed to help you to browse the collections of over 16,000 libraries world wide. You can also order books the books you find on WorldCat from other libraries through Interlibrary loan. WorldCat is an excellent resource for finding out what is out there as well as getting it delivered to you here.

Accessing WorldCat
Fondren provides three computer labs on the first floor of the library. You must be an enrolled student at Rice to access the internet in these areas. If you are a student at Rice and have not yet registered with to use the internet resources available to you, you may do so at the OwlNet. WorldCat is available to everyone, however, on the computers surrounding the information desk.

WorldCat can be accessed from any internet connection by visiting the website for Rice University. Once you find the home page for Rice, click on General Public and then on Fondren. From the Fondren home page, click on Catalog and you will see a list of options on the right side of the screen. Select Other Library Catalogs and then scroll down a bit, you will see WorldCat under the Major Collective Catalogs heading.

This content is available online at <http://cnx.org/content/m12523/1.7/>.

Available for free at Connexions <http://cnx.org/content /col10291/1.4>
How WorldCat Searches

First, let’s take a quick look at what WorldCat looks for when you begin a search. Here is an example of one entry among thousands in the index.

**Figure 1.78**

The information presented above may be viewed as a list of terms you could use to locate this particular work through WorldCat. There are a few things we should take note of here:

First, WorldCat searches for the information you see above in specific ways. For example, if you were to do a title search for Douglas Sladen, you would not receive an entry for "Oriental Cairo". This seems simple (and possibly silly) but it brings to an important point. Notice how everything in this entry is worded, that is how WorldCat sees it in the index. If you want the system to locate something for you, then you must learn what it looks for and how it looks for it.

Second, you can find this work through any one of thousands of combination of keywords, most of which you see here in the entry. Make a note of the way in which the words are categorized now, it will be important later.

### 1.5.3.2 Basic Search

Let’s take a look at our basic search options.
Notice the black circles to the right of some of the text boxes, these will link you to more information about what to put in them. We have collected that information for you here.

**Keyword**

The Keyword index includes information from Source Phrase, Subject and Title indexes. Author information is not included in the Keyword index.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>dog or dogs or canine</em></td>
<td>Use the keyword index when you are unsure of the correct title or subject.</td>
</tr>
<tr>
<td><em>harry potter rowling</em></td>
<td>Terms from the title only will match records; this search will not match many records.</td>
</tr>
</tbody>
</table>
The Author index includes authors of books, actors and directors of movies, and even company names.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>Terms can match surnames, firstnames, or both in items with multiple authors.</td>
</tr>
<tr>
<td>smith, john</td>
<td>Be sure to enter spaces between words; this search will not match many records.</td>
</tr>
<tr>
<td>&quot;smith john&quot;</td>
<td>To search for an exact name, enclose in quotes the last name followed by the first name and/or middle name or initial.</td>
</tr>
</tbody>
</table>

Figure 1.81
The Title index contains words from the title and translated or variant forms of titles.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>macbeth</em></td>
<td>Entering a single term matches all records that contain the term somewhere in the title.</td>
</tr>
<tr>
<td><em>harry potter stone</em></td>
<td>Search for the most relevant terms within a title to find variations of that title.</td>
</tr>
<tr>
<td>&quot;goodnight moon&quot;</td>
<td>Enclose a phrase in quotes to match all terms in order; also use quotes to search for an exact title.</td>
</tr>
</tbody>
</table>

Figure 1.82

ISBN Number


<table>
<thead>
<tr>
<th>Examples</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0590353403</td>
<td>Match items with the ISBN.</td>
</tr>
<tr>
<td>059035342x</td>
<td>059035342X</td>
</tr>
</tbody>
</table>

Figure 1.83
Year

The Year index can be searched for an individual year or for ranges of years. **Note:** This index can not be searched without at least one other index.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1964</td>
<td>match items published in a single year</td>
</tr>
<tr>
<td>1920-1940</td>
<td>match items published from a range of years</td>
</tr>
<tr>
<td>1995-</td>
<td>match items published in a given year and all subsequent years</td>
</tr>
</tbody>
</table>

**Figure 1.84**

**Getting Started**

Follow these directions closely when entering your information about the work you are looking for. A few seconds of thought at this point will save you many minutes of browsing through entries you probably didn’t have to see.

Try to locate "Oriental Cairo" by title, author, subject and year to get a feel for what each search will produce separately.

**1.5.3.3 Advanced Search**

Let’s take a look at the Advanced Search options to get a feel for how WorldCat can refine your search for you and save you time and effort. Here is a look at their Advanced Search Page.
Select the arrow box to the right of the text box across from Search For: and you will find a much longer list of options than with the basic search. If you are using the Advanced Search option, then you probably know a little more about what you need than the title or author’s name. These options will become more pertinent as you begin to look for a wider variety of works. For now we will just explore how the Advanced Search can help narrow your results for organizational purposes.

**Different ways of looking for your subject**

The most productive uses of the Advanced Search for the beginner are those having to do with the Subject Search and with limiting the media you are searching for. We will take a look at both options here. Select the arrow box to the right of the keyword text box, anyone will be fine. Scroll down to the Subject heading and then look for named person, highlight that option. Now enter the our author’s name and select Search.

---

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
We see our biography, the very thing a Named Person search should produce. We also find that Douglas Sladen’s personal letters exist in an Archive somewhere. Select the title heading to find out more.

**Douglas Brooke Wheelon Sladen letters, 1889-1915.**

*Author: Sladen, Douglas Brooke Wheelon, 1856-1947; Steedman, Edmund Clarence; Putnam, George Haven, *Publications: 1889-1915 (In: Alison-Shelley manuscript collection

<table>
<thead>
<tr>
<th>Document: English</th>
<th>Archival Material</th>
</tr>
</thead>
</table>

The collection consists of two handwritten letters; to E.C. Steedman, 21 Aug. 1899, thanking him for his efforts in lining up a book contract, including some personal news; to George Haven Putnam, 3 Jan. 1915, including personal and business news, chiefly related to England’s war effort.

We have just located two personal letters of Douglas Sladen, we know when they were written, to whom and what subjects they address. This is the kind of document that can turn a mediocre research project into something really interesting.

**Limiting the media your searching for**

Let’s say you just need a picture of your author or you just want to find out what kinds of internet resources might list him or her. Scroll down to the words Limit Type To: and observe the media icons. Let’s check Internet Resources and Visual Materials.

No pictures, but we do have two online resources to check out. The important thing to remember here is that narrowing your options can sometimes open up doors that you may not expect. Now that you have some experience with specifying what you need, try experimenting with the different options just to see what else you can find.

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
1.5.4 Borrowing Resources through Interlibrary Loan: Illiad

What if the library does not own the work you need?

While you are conducting research, you may come across references to a work that appears to be perfect for your project—except that your library does not own a copy of it. Never fear! Through interlibrary loan (ILL), your library can probably borrow a copy and whisk it to you in only a few days. Many libraries have implemented Web-based interlibrary loan management systems that make it easier for the borrower to make requests and for the library to fulfill them. Such systems allow users to follow up on loan requests and even to receive articles in an electronic format such as PDF. In this module, part of a series exploring how to conduct historical research, we describe the interlibrary loan process, focusing on OCLC’s Illiad, the system used by many libraries.

Getting started with Illiad

Many libraries highlight interlibrary loan on their home pages, typically under a heading such as "services." You can also find the interlibrary loan link by conducting a search on your library’s Web site or while you are searching for resources in WorldCat, the online catalog that lists the holdings of thousands of libraries. If you’re a first-time user of Illiad, you will need to register with the system so that the library can verify that you’re authorized to borrow resources and so that they can easily contact you when your loan request is ready. Registration requires only that you provide some basic information and should take only a few minutes.

NOTE: The interface for Illiad may look different at different libraries, but the core functions remain the same. For purposes of demonstration, this module focuses on the Illiad interface at Fondren Library.

1.5.4.1 Ordering Through Illiad

Once you have registered with Illiad, you can immediately make an interlibrary loan request. Keep in mind that Illiad will probably not order anything that the library already owns, even if it is checked out. You can request that checked-out materials be recalled through the library catalog; simply look up the work by title or author, bring up the entry on the work and look for the user services or recall option.

What information you will need to order a book.

First, let’s check out the types of information needed to order a book through Illiad. Log in by entering your ID and password into the text boxes. You will be taken to the main menu for Illiad. From here you can update your user information, keep track of what you have ordered and when it’s due back, and order a variety of works, including documents, patents, theses, books and even specific chapters from books. For our introductory purposes here we will focus on ordering a book, Douglas Sladen’s Oriental Cairo.

Select the "Request a Book" option.

---

50This content is available online at <http://cnx.org/content/m12525/1.7/>.
51http://www.oclc.org/illiad/
52http://hdl.handle.net/1911/9189

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
The Loan Request Screen you see provides you with a list of everything you need to locate a book through Iliad. This is where we will return once we have all of the information we need to satisfy the requirements. You could order a book with just the name of the author and the title. However, the more information you have the more likely it is that the Interlibrary Loan department will be able locate your work. Also, the easier you make it for the staff to find the work, the faster it will be processed. Make a note here of the types of information the staff needs to process your order.
Locating the information you need to order a book.

One of the easiest ways to gather all of the information you need to order a book through Illiad is to locate the book through WorldCat, (Section 1.5.3) which contains catalog records from thousands of libraries around the world. You can access WorldCat by visiting the Fondren homepage, selecting the Catalog option and then selecting the Other Library Option. Scroll down a bit and you will see the WorldCat link.

As an example we will bring up “Oriental Cairo” to show you where to look for the information you need and then to point out a short cut.

Enter the title in the Title textbox select the Search option.
Select the full record for your search result. We have the author’s full name, title, date of publication, publication place and publisher, everything we need to order the book through interlibrary loan.

**Figure 1.92**: WorldCat result for "Oriental Cairo"

We could head back to Illiad’s request page at this point to enter our information, but we have one more service option to explore. Take a quick look under the Get This Item heading just below the title information at the top. Notice the Interlibrary loan option.
1.5.5 Conducting Research Using Microfiche, Microfilm and Microcard

1.5.5.1 Introduction

Important but often overlooked sources for research materials are microfilm and microforms. For instance, Fondren Library at Rice University houses over 2,314,000 print volumes, but that is actually less than half of the collection. Fondren also offers Rice students access to around 2,900,000 units of microform. More than equaling the amount of printed material, the microform department is one resource that researchers and students alike cannot afford to pass over in their search for documents.

This module will introduce you to doing research using microfilms and microforms, using Fondren Library as an example.

1.5.5.2 Locating the Microfilm, Microfiche or Microcard that you need

First, there are some specifics you will need from the entry for the work you are looking for. Take a look at the example below and notice the fiche number listed to the right of the Reproduction Note heading.

Each microcard, fiche and film is divided into numbered frames or sections, each reel containing, sometimes, hundreds of documents. Knowing where your document is located on the reel is as important as knowing where the reel is located in the drawers. Now, let’s find our materials.

---

53This content is available online at <http://cnx.org/content/m12729/1.7/>.

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Finding your microfilm, microfiche or microcard is very similar to locating a book on a shelf in the library. Just look at the drawers that contain the material you are looking for as if they were shelves and you will have no difficulty following the system.

1.5.5.3 Microfiche

We will begin with microfiche, first locating our document and then the use of the viewing machine. Once you have your call and fiche numbers, we can begin. Ours are DS42.4  W47 1995 and fiche numbers 1,207-1,214, as they appear in the entry.


Figure 1.95

Once you find your drawer, and the hundreds of fiche inside; the fiche numbers come in very handy.
We can quickly locate the file we need by scanning the file numbers printed at the top of each.
Now let’s head to the machines.
1.5.5.4 Using the Viewers

Figure 1.99

The viewing machines look like this.
CHAPTER 1. THE RESEARCH PROJECT

Figure 1.100

**Viewing microfiche on the viewing machines**
First, reach around to the right side of the machine and locate the on switch, turn it on and the screen will light up.

Notice a gray tab with a white arrow pointing toward you, you will want to pull this towards you as indicated until the glass plate in the middle of the tray rises about an inch.
Figure 1.101

Place your microfiche into the space between the angled plate and the plate below face down and with the heading pointing away from you like this.
Then push the tray back into the machine as the plate closes until it clicks into place. As you do so you will notice the contents of the plate appear on the screen. Sometimes they will be upside down or sideways, depending on the fiche you are using.

A brief exploration of the controls should enable you to right your image.
The Slide Arm will move the image from left to right, allowing you to center the image you see on the screen. Due to the fact that it is a reflection, the image will move in the opposite direction that you move the arm.
To rotate the image, turn the Image Rotation dial to the left of the lens. To sharpen the focus, adjust the grey gear. To enlarge the image, adjust the blue gear. Notice the small black angles on your screen; these are the print page edges, ideally you would like to adjust the image in the way described until the content you want appears within these markings.

To move from frame to frame you must move the grey tray with the white arrow (the one you pulled out and inserted the microfiche into in the beginning) forward, backward, left and right. A bit of practice should acquaint you with the technique.

A quick scan around the microfiche and we discover the title page.
And a few frames over we find the table of contents.
**Printing images from the viewers**

Once you locate the frames you would like to take with you, center them within the print page edges on the screen, deposit a dime into the receptacle below the machine on the left,
and press the green print button below the screen to the right.
CHAPTER 1. THE RESEARCH PROJECT

Your image should then be processed by the printers.

1.5.5.5 Microfilm

Here we will locate a reel of microfilm and give an introduction to the viewing machine. Once you have your call and reel numbers we can begin. Ours are PR1105 .U52, reel 351, no. 4. As they appear in our entry:

```
Personal author: Well-wisher to Great Britain.
Title: The ten plagues of England, of worse consequence than those of Egypt, ... By a well-wisher to Great-Britain [microform].
Physical description: [4].40p. ; 8".
General note: With a half-title.
Series: Eighteenth Century ; reel 351, no. 4. reel 351
Hold by: FONDREN
```

Each reel of film will be contained in a box like this one.

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Figure 1.110

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
Figure 1.111
Now let’s head to the viewing machines.

**Viewing microfilm on the viewing machines**

The machines will look like this.
Reach around to the right side of the machine and find the on switch, when you have it in the on position the screen should light up.

Look for a grey tab with a white arrow near the bottom of the machine. Pull the tab toward you until the tray is fully extended; if the glass plate in the center of the tray rises push it back in until it rests on the plate below it. Then slide the tray all the way to the right.
Figure 1.114

Then slide the tray back into the machine from this position.
Now you are ready to load up the film.

**Loading microfilm into the viewer**

First you will want to make sure that the LED display reads "roll" indicating that the machine is ready for the film, if it does not then repeat the process above. If you have trouble, the help desk is always right there.
When you take the film out of the box it will look like this.
Notice the twine wrapped around the cardboard circle, unwind it and remove the cardboard strip. Look to the bottom left of the viewer and you will see a green button beside a metal peg coming out of the machine. Push that button and a securing roller will pop up to reveal the lower roller.
Now you are all ready to place the reel on the peg and load up the film. Notice that the base of the peg is square, this will match up with the square hole in the center of the film reel. You will want the film on the reel to be coming over the top of the reel when you load it, like this.
Feed the film into the green receiver as you see above, guiding it through to the other side. Guide a pretty good amount of film through, about eight to ten inches, and then close the securing arm you raised by pressing the green button above. Then turn the dial below the LED display, which should begin to read off the frame numbers you should be able to see on the screen at this point.

If by chance your image is upside down, use the image rotation dial on the front of the machine to right it. If the image is too large or small or out of focus you can adjust the blue gear for zooming in and the grey gear for sharpening the image.
Once you have found the document you were looking for getting a hard copy is relatively easy. Click here (Printing images from the viewers, p. 78) to return to the section on printing above this one. When you are finished with a reel of film, rewind it by rotating the dial below the LED display remembering to slow down as the frame numbers approach zero to prevent the loose end from flapping against the machine and breaking apart. Then wrap the cardboard strip around the film and the twine around the cardboard circle. Return the film to the box and close it securely but do not return it to the shelf just yet.

1.5.5.6 Microcard

Here we will locate a document on microcard format and introduce you to the viewing machine. Our call number will be E12 .L68 as it appears in our entry.
Figure 1.121

Microcards will be found in boxes that look like this one, just think of the boxes as books on a shelf and documents like pages in those books.

Figure 1.122

Available for free at Connexions <http://cnx.org/content/col10291/1.4>
The cards themselves will look like this.

Now that we have our card, let's head over to the viewing machines.

**Viewing microcards on the viewing machines**

The machines will look like this.
Reach around to the right side of the machine and turn it on, you should hear a fan and see a light come on inside. Pull the tray below the screen toward you until the glass plate in the center rises about a half inch.
Then slide in your microcard with the title at the top, as you would read it without the machine.
Then slide the tray back into the machine and you should see the images on the screen.
If you need to make any adjustments, such as focusing or rotating the image, look below the screen but above the tray for the controls.

Figure 1.127
Index of Keywords and Terms

**Keywords** are listed by the section with that keyword (page numbers are in parentheses). Keywords do not necessarily appear in the text of the page. They are merely associated with that section. Ex. apples, § 1.1 (1)

**Terms** are referenced by the page they appear on. Ex. apples, 1

**A**
- accessing networked resources, § 1.5.1(44)

**B**
- bibliography, § 1.3(28), § 1.4(34)
- biography, § 1.2(4), § 1.3(28)
- british empire, § 1.1(1)

**C**
- cairo, § 1.1(1)
- Cairo (Egypt), § 1.3(28), § 1.4(34)

**E**
- egypt, § 1.1(1), § 1.2(4)

**H**
- historical research, § 1.1(1)
  - History – Methodology, § 1.1(1), § 1.2(4), § 1.3(28), § 1.4(34), § 1.5.1(44), § 1.5.3(55), § 1.5.4(62)
  - History – Research, § 1.1(1), § 1.2(4), § 1.3(28), § 1.4(34), § 1.5.1(44), § 1.5.3(55), § 1.5.4(62)

**I**
- interlibrary loan, § 1.5.4(62)

**L**
- library catalog, § 1.5.2(46)
  - Library of Congress Subject Headings, § 1.4(34)
  - library resources, § 1.1(1), § 1.2(4), § 1.3(28), § 1.4(34), § 1.5.4(62)

**M**
- microcard, § 1.5.5(67)
- microfiche, § 1.5.5(67)
- microfilm, § 1.5.5(67)
- microform, § 1.5.5(67)

**O**
- oriental cairo, § 1.1(1), § 1.2(4), § 1.3(28), § 1.4(34)

**P**
- people, § 1.2(4), § 1.3(28), § 1.4(34)

**S**
- sladen, douglas brooke wheelton, § 1.1(1), § 1.2(4), § 1.3(28), § 1.4(34)

**T**
- timea, § 1.1(1), § 1.2(4), § 1.3(28), § 1.4(34), § 1.5.1(44), § 1.5.2(46), § 1.5.3(55), § 1.5.4(62), § 1.5.5(67)
  - travelers in the middle east archive, § 1.1(1), § 1.2(4), § 1.3(28), § 1.4(34), § 1.5.1(44), § 1.5.3(55), § 1.5.4(62), § 1.5.5(67)

**W**
- webcat, § 1.5.2(46)
  - WorldCat, § 1.5.3(55)

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Module: "Compiling a Bibliography: What else has Douglas Sladen written?"
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URL: http://cnx.org/content/m12586/1.5/
Pages: 28-34
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Module: "How Does "Oriental Cairo" Compare With Similar Works?"
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Pages: 34-44
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Module: "Accessing Subscription-Based Electronic Resources"
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Pages: 44-46
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Module: "Searching Online Catalogs: WebCat"
By: David Getman, Paula Sanders
URL: http://cnx.org/content/m12527/1.5/
Pages: 46-55
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Module: "Locating Research Materials Using Meta-Catalogs: WorldCat"
By: David Getman, Paula Sanders
URL: http://cnx.org/content/m12523/1.7/
Pages: 55-62
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Module: "Borrowing Resources through Interlibrary Loan: Illiad"
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Pages: 62-67
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URL: http://cnx.org/content/m12729/1.7/
Pages: 67-98
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Conducting Historical Research: The Case of "Oriental Cairo"
This course guides you through how to conduct historical research by conducting a case study on Douglas Sladen's "Oriental Cairo: City of the 'Arabian Nights'" (1911), a work included in the Travelers in the Middle East Archive (TIMEA). It introduces some standard research techniques used by historians, such as establishing a subject’s biography and placing a work in context, and it also explores how to use library resources such as online catalogs and databases.

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