

DEL MAR COLLEGE LIBRARIES

KEYS TO EFFECTIVE RESEARCH

BIOGRAPHY INDEX

WHAT IS *BIOGRAPHY INDEX*?

Biography Index provides access to information on peoples' lives. Under each listed person's name in the *Biography Index*, you can find references to information on the person which can be located in magazines, complete books, or chapters in books.

WHEN DO I USE IT?

Use *Biography Index* when you need information about a person's life. The William F. White, Jr. Library has been receiving *Biography Index* since January 1942. For biographical information prior to this date, consult the automated catalog (DMCNET). Another source might be the pre-1942 volumes of the *Reader's Guide to Periodical Literature*. For additional biographical information, the library has other specialized reference works which are not indexed in *Biography Index*. Be sure to consult such sources as the *Dictionary of American Biography*, *Dictionary of National Biography*, *Contemporary Authors*, and all of the other various titles. As a last resort, you can also use the Internet to access information about people.

HOW DO I USE IT?

STEP 1

Select a volume of *Biography Index* and look up the person's last name.

Kennedy, John F. (John Fitzgerald), 1917-1963, president
Cooper, N. Presidents as patients pors *Newsweek* 106:18-19 JI 22 '85
Davis, John H. The Kennedys: dynasty and disaster, 1848-1983. McGraw-Hill
1984 722p bibl il pors
DeGregorio, William A. The complete book of U.S. presidents. Dembner Bks.
1984 p.544-61 bibl pors

STEP 2

Look through the items listed under the person's name. Note whether the items are found in magazines, complete books, or book chapters.

MAGAZINES

Magazine references can be recognized by the colon (:) used in citing the volume and pages after the magazine title. The reference also includes the month, date, and year of the magazine issue.

COMPLETE BOOKS

Complete book references can be recognized because they indicate the number of pages in the whole book. Example: p 722p.

Davis, John H. *The Kennedys; dynasty and disaster, 1848-1983.*

McGraw-Hill 1984 722p bibl il pors

References to chapters or essays in a book can be recognized because they give the exact page or pages within a book. Example: p544-61

DeGregorio, William A. *The complete book of U.S. Presidents.* Dembner Bks. 1984 p544-61

STEP 3

Find out whether the materials are available at one of the Del Mar College libraries or whether they are available at one of the other area libraries.

MAGAZINES

Turn to the front of the Biography Index to the section entitled "Key to Periodical Abbreviations" and look for the magazine title or its abbreviation. A check mark (✓) or a letter T indicates that the magazine is available, and a zero (o) means that the magazine is not available at a Del Mar College library.

KEY TO PERIODICAL ABBREVIATION

✓ *New Statesman* – *New Statesman*

o *New Testament Stud* – *New Testament Studies*

✓ *New Yorker* – *New Yorker*

✓ *Newsweek* – *Newsweek*

✓ = Del Mar (East) has magazine

T = Del Mar (West) has magazine

o = Not available at Del Mar

If Del Mar doesn't have the magazine you need, consult the periodicals list at Texas A&M Corpus Christi, Texas A&M Kingsville, or the Corpus Christi Public Library. You can also use the computerized catalog (DMCNET) to see if a periodical is available at one of those libraries.

COMPLETE BOOK

Go to the automated catalog (DMCNET) and search under the book's author or its title. The book will be listed if it is held by the library. Write down the call number, and look for the book in the proper location.

CHAPTER OR ESSAY IN A BOOK

Turn to the front of the Biography Index to the section entitled "Checklist of Composite Books Analyzed." Look for the book's author or title for a complete reference for the item. A check mark means that the book is in this library. The book's call number will be written beside the citation for use in locating the book on the library shelves.

A zero means that the book is not available at a Del Mar library. At this point, consult the automated catalog (DMCNET) to see if the book is available at another library.

CHECKLIST OF COMPOSITE BOOKS ANALYZED

- oA Day at a time; the diary literature of American women from 1764 to the present; edited by Margo Culley. Feminist Press 1985 341p bibl
- ✓DeGregorio, William A. The complete book of U.S. presidents. Dembner Bks. 1984 691p bibl pors *Ref E 176.1 D43 1984*
- ✓Design since 1945; organized by Kathryn B. Hiesinger, editors: Kathryn B. Hiesinger, George H. Marcus; contributing authors: Max Bill {et al.} Philadelphia Mus. Of Art 1983 251p 251p bibl il *T 180.p47.p473 1983*



ADDITIONAL HELP

Library staff members are always available to assist you. If you do not find the magazine or periodical index you need, ask for additional assistance.