How to Use Literary Index Effectively

Literary Index is an online database that lets you search for essays on literary works and authors that have been published in literary series by the publisher Gale. Many of these series are available in print in the ODU Library Reference Collection. Once you have identified works in the Reference Collection that have the essays you need, you can go to the Library and use them there, photocopy them, or scan them. Details are available later in this guide.

Start with the Library home page: www.ohiodominican.edu/library

1. From the menu, click on Find It.

2. Then select Databases. You will go to our Databases page.

3. Select English Language and Literature from the Databases page.

4. Then select Literary Index.

If off campus, you will be prompted for your Library log-in: your last name + the last 7 digits of your ODU ID number

Need help with off-campus access? Go to www.ohiodominican.edu/library/off-campus-access
In Literary Index

Search for the essays by **Author** or **Title of the Author’s Work**.

**To Search by Author:**

1. Select **Author Search**

2. Type in **author’s last name** in the search box

3. Select **Start of last name** from the two options below the search box

4. Click on the **Search** button

4. Then choose your author from the list.

5. If your author is not listed, make sure your spelling is correct.

   **TIP**: Some authors’ names may be spelled in more than one way; and some authors publish under pseudonyms. Not all authors are listed in Literary Index, however.

The database will list the author’s nationality and birth and death dates at the top of the page.

Then the database will list works published by Gale that include one or more pages of information about the author and, if the work is a multi-volume series, which volume to look in (see image on next page).
Following this initial list of works, the database will also list works by the author and any series published by Gale that include entries on each of those works.

If the work is a multi-volume series, it will list which volume to look in (in bold) and which page numbers.

TIP: As indicated in the sample above, large works such as plays and novels, are italicized, and shorter works, such as short stories or poems, are in quotation marks (e.g., “Balade to Rosemounde”).

Your Options:
At this point, you can check the titles listed for your author against the relevant titles that ODU Library has in its Reference Collection (read “Notes”).

You have the option of reading the information in the Library or photocopying or scanning the entry from the book. For example, if the Library had Literary Criticism from 1400 to 1800, as pictured in the results in the image above, and specifically the volume(s) mentioned that you needed, you could come to the Library, get the book, and scan or photocopy what you need.
To Search by Title:

1. Select **Title Search**

2. Type in **part or all of the title** in the search box

3. Select **Match all words entered** from the two options below the search box

4. Click on the **Search** button

5. Choose your title – it will be listed with the author’s name

The database will also list works by the author and any series published by Gale that include entries on each of those works.

If the work is a multi-volume series, it will list which volume to look in (in **bold**) and which page numbers.
Your Options:

At this point, you can check the titles listed for your author against the relevant titles that ODU Library has in its Reference Collection (read “Notes”.

You have the option of reading the information in the library or photocopying or scanning the entry from the book. For example, the Library has *Poetry Criticism*, including volume 19 mentioned in the results listed in the previous image, so you could come to the Library, get the book, and scan or photocopy what you need.

Need Assistance?

**Ask a Librarian:** Stop by the Reference Desk on the Top Floor by the Reference Collection

Or contact us: 614.251.4754 | 888.681-8044 | refdesk@ohiodominican.edu

http://www.ohiodominican.edu/library/help/ask