Locating Poems

About This Guide
This guide explains how to locate an individual poem by using (1) the Library Catalog, (2) a print reference source that indexes individual poems, and (3) an online database that includes over 150,000 full-text poems.

Using the Library Catalog to Locate Poems – Search Option A

- Begin at the Library Home Page (www.chapman.edu/library)
- Locate the Library Catalog within the Start Your Search area of the page.
- Use the drop-down menu to change from a Keyword to an Author search.
- Enter the name of the author, typing last name followed by first name, i.e. Frost Robert or Dickinson Emily and click the Search button.
- You may automatically receive a list of titles, or you may need to click on the link for the author’s name. Once you have a list of titles, look for a title called Complete Poems.

Using the Library Catalog to Locate Poems – Search Option B

- Begin at the Library Home Page (www.chapman.edu/library)
- Locate the Library Catalog within the Start Your Search area of the page.
- Use the drop-down menu to change from a Keyword to an Author search.
- Enter the name of the author, typing last name followed by first name, i.e. Frost Robert or Dickinson Emily and click the Search button.
- You may automatically receive a list of titles, or you may need to click on the link for the author’s name. Once you have a list of titles, choose the Limit Search feature at the top of the screen.
- Use the drop-down menu to change the field that reads Words in the Author to Words in the Title. Type in Complete Poems to discover if your poet has a book with that title. (See the back of this guide for an image of this step in the search.)
- Click Submit for any results.

NOTE: Not every poet has a work titled Complete Poems; if you do not see that title, go to the back of this guide for other search options.
Using a Print Reference Source to Locate A Poem

- If you do not know the author of the poem you are looking for or you want to find the poem in a collection of many poems, use any edition of *The Columbia Granger’s Index to Poetry in Anthologies*. This item is available in the First Floor Reference Collection under Call Number PN 1021 .G7.
- Look up either the title or first line of the poem and if you find an entry, the author of the poem will be provided. *Granger’s* also provides a listing of one or more poetry anthologies (collections) that carry a particular poem. Jot down the title of any anthology you are interested in and use the Library Catalog to perform a Title Search to see if the anthology is available at the Leatherby Libraries.

Using an Online Database to Locate the Full-Text of a Poem

- Begin at the Library Home Page (www.chapman.edu/library)
- Locate the Start Your Search area in the center of the page.
- Go to the Databases section near the bottom of the page, and use the drop-down menu to search for Databases by Title. Scroll down the list until you find LitFinder.
- Click Connect and then the Proceed button to enter LitFinder.
- From within the database, choose Works Search on the top toolbar.
- In the Works Search search box, type in the title of the poem with quotes around it, i.e. “The Road Not Taken” and type the author’s name in the Author search box.
- From the next screen, click the link for the poem.
- From the following screen, click on the tab that reads “Primary Sources and Literary Works.”
- You may retrieve more than one result. Choose the entry, if available, that reads “Full-text.” (This is often the second entry.) If no full-text is available in the database, jot down the title of the book and return to the Library Catalog to perform a Title Search to see if the book is available at the Leatherby Libraries. (NOTE: The “Check for Full Text” option in this database is not always reliable. It is best to directly search the Library Catalog for any book titles.)