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LIBRARIES
CHAPMAN UNIVERSITY

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.

This guide is one in a series of "How To" Reference and Instruction Guides created by librarians at the Leatherby Libraries. View the series online at www.chapman.edu/library/reference/guides

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You searched: AUTHOR: **Frost, Robert**
[Start Over](#) [Previous Screen](#)

Please select criteria to limit by:

LANGUAGE: ANY

WHERE Item is located: ANY

MATERIAL type: ANY

Words in the TITLE complete poems

YEAR of publication: After and Before

Sort results by year

[Submit](#) [Cancel](#)

The image to the left shows the page in the Library Catalog after selecting the **Limit Search** feature. Note that the “Words in the TITLE” option has been selected from the drop-down menu and the words “complete poems” have been added to the search box. Clicking Submit (circled) will provide a list of any results.

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.)