

Avery Index to Architectural Periodicals

Avery Index to Architectural Periodicals is the most comprehensive American index of journal articles on architecture. The literature indexed includes articles, book and exhibition reviews, interviews and architect's obituaries. Its international coverage includes architectural design, the history and practice of architecture, historic preservation, interior design and urban design.

Getting Started

Log on to the University network and load Internet Explorer 6.

Go to www.cardiff.ac.uk/insrv/eresources and click on **Search databases**. Click on the letter **A** then **Avery Index to Architectural Periodicals**.

To access the database off campus, use your Cardiff University (CU) Login (username and password).

- Use **NOT** to find records which include the first terms but not the second e.g. *Frank Lloyd Wright NOT Fallingwater*.

You can search for words sharing a common root, such as *acoustics*, *acoustician* and *acoustically* by using the truncation symbol *. *Acoustic** will find all of the above.

Advanced search

Use Advanced Search to search for articles from a particular journal or author, or to combine searches for keywords, authors and journals.

Click on **Advanced Search**. Use the drop-down lists to specify the fields in which words or phrases should appear and to combine terms using AND, OR or NOT.

Limiting your search

You may choose to reduce the size of a search by limiting your search by:

- date
- language
- publication type
- physical description i.e. illustration type.

The Physical Description limit is especially useful for identifying articles which include plans, elevations, sections and sketches.

Use **Advanced Search** and select a type of limit from the drop-down box below the search boxes. To select more than one limit from the same drop-

Searching

Quick search

Enter a word into the search box e.g. *sustainability*, and click on **Search**.

To search for phrases or keywords appearing directly adjacent to one another, type the phrase in the search box e.g. *Guggenheim Bilbao*, and click on **Search**.

If you enter multiple search terms into the search box you must combine them using the words **AND**, **OR** or **NOT**.

- Use **AND** between keywords to find records containing all of your search terms e.g. *Gehry AND Bilbao*
- Use **OR** to find records that contain any one or more of your search terms e.g. *walls OR cladding*

down box, hold down the **CTRL** key whilst clicking on your selections.

Indexes

You can browse an alphabetical listing of architects about whom articles appear in Avery.

Click on **Search Tools**, then **Indexes**. Select the **Subject/Artist Index** from the drop-down menu. In the search box enter the surname of an architect and click on **Go**.

Twenty names are displayed in an alphabetical list, allowing you to see any variations in spelling.

Mark the check boxes to select names for searching. Select **OR** or **AND** on the left hand side to combine the names you are searching for and click **Search**.

It is also possible to browse authors and journals using the Indexes.

Automatic searching

To have the database automatically search each week for new content on a subject that interests you, select **Search Tools** and **Alerts**.

Create a personal profile, then select a search from one in your **Search History** and click on **Save As Alert**.

Viewing your search results

Following your search, you are presented with brief details of all matching articles.

Use the scroll bar to move through the list and **Next** and **Previous** to see more pages of results.

To see a full record, click on the title or **View Record**.

You can choose to view results from All Publication Types or from a specific publication type such as Journals, Book Reviews or Web Sites by selecting the appropriate tab at the top of the result page.

Marking records

Once you have conducted a search you can select or mark certain records to email, print or download. To mark the references, check the tick box to the left of each article.

All marked records are stored in a Marked List. To view this list click on **X Marked Records** at the top right of the screen.

Saving, printing and emailing results

To save, print or email all your results or those in your Marked List, click on **Save, Print, Email** at the top of the page.

Choose the **Short** or **Full** format for your records.

To email records, enter your email address in the **To:** box.

To save results, select a File format, click on **Save**. Give the file a name ending in *.txt*. Click on **Save**.

To print records, click on **Print Preview** and select **File** then **Print** from the Internet Explorer menus.

Finding the full text

The database provides only brief abstracts of the articles. To find out if the full text of the reference you require is available in the Library, click on **Links to Holdings** next to that reference, then **Search**.

Leaving the database

To exit Avery, click on **Logout**.

*For further information or assistance contact the
Architecture Library*

Tel: 029 2087 5974

Email: ArchLiby@cardiff.ac.uk

Also available in alternative formats on request.

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