Biography and Genealogy Master Index, aids in the search for information about people. With over 16 million listings, it indexes current reference sources as well as the most important retrospective works. Individuals, both living and deceased, are covered from every field of activity and from all areas of the world. Resources include biographical dictionaries, subject encyclopedias, and literary criticism volumes. In cases where *BGMI* provides multiple listings for the same person, one may choose the most convenient source or locate multiple sketches to compare and expand information furnished by a single listing.

> Go to: **RCPL** (**http://www.myrcpl.com**)
> Click: ***Research and Learning***
> Click: **Research Tools**
> Click: **Biography (or View All Databases Alphabetically)**
> Scroll to: **Biography and Genealogy Master Index**
> Click: **Inside the Library** OR **Home Access**

⭐ To begin a new search after each question below, click the Home button at top left

Computer commands, field names and mouse actions are in *Italics*.
Text that you must type is within single quote marks (' ').

1. **I would like to see a list of all sources indexed by BGMI.**
   ❑ Click the icon next to *Sources Indexed* at the top of the screen.
   ❑ An alphabetical listing of all titles (sources) will appear as links. Clicking any one will display the full bibliographic citation.

2. **I read some interesting articles on genetics by someone with an Oriental name, but all I can remember are "Mae" and "Wan", and I don't know if these were first or last names.**
   ❑ Leave the radio button at its default setting of *Name Contains.*
   ❑ Type 'mae wan' in the *Enter a Name* box and click *Search.*
   ❑ Two links to citations for *Mae-Wan Ho* will be retrieved, one for the 13th edition of Who's Who in the World and one for volume 25 of Biography Index. (The Richland County Public Library owns the second source but not the first.)
   ❑ When consulted, the second source (Biography Index) identifies Mae-Wan Ho as a British biologist; so this is probably the same individual.

3. **I need as many sources as possible for a paper on Harper Lee, the novelist.**
   ❑ Change the radio button setting to *Start of Last Name.*
   ❑ Type 'lee harper' in the *Enter a Name* box and click *Search.*
   ❑ Most of the results are for Harper Lee (1926 -), the novelist. Clicking the hyperlinks will display the sources containing biographical information about her. These can be advanced or retraced by clicking the arrows at the top and bottom of the screen.
   ❑ Alternate search strategy: Leave the radio button at the default setting *Name Contains,* type 'harper lee' in the *Enter a Name* box, and click *Search*. Three pages of links to individuals whose names contain *Harper* and *Lee* (such as *Edward Lee Harper*) will be listed, and to arrive at 'lee' as a surname it will be necessary to proceed through the list by clicking the arrows at the top and bottom of the screen.

The advantage of this alternate strategy is that it retrieves additional citations in which the author's full name, <u>Nelle Harper Lee</u>, is indexed. The first strategy does not retrieve these additional citations.

4. **I need a portrait of Marian Wright Edelman.**
   - ❑ Click *Advanced Search.*
   - ❑ Type 'edelman' in the *Last Name* box and 'marian wright' in the *First/Middle Name* box.
   - ❑ Scroll to the *Portrait* field, put a check (click) the box for *Find Citations for Sources that Include a Portrait*, and click *Search.*
   - ❑ Retrieved matches will be displayed as links. Click the links to list individually the bibliographic citations. Those sources including a portrait will say *Biography Contains Portrait.*

5. **I'm writing a comparative history paper and need a comprehensive list of individuals who were born the same year as Shakespeare.**
   - ❑ Click *Advanced Search.*
   - ❑ At the *Birth Year* line, type '1564' in the middle box (between *Is* and *A.D.*).
   - ❑ Click *Search.*
   - ❑ Links to citations about individuals from all nations with their birth and death dates will be retrieved. The list can be advanced or retraced by clicking the numbers or arrows at the top and bottom of the screen.