

## ***The Encyclopedia of Associations***

***The Encyclopedia of Associations*** has for over forty years been the premier source for information on associations, professional societies, and nonprofit organizations. This Gale Cengage database contains 144,000 detailed listings for groups all over the world and IRS information on over 300,000 nonprofits. These include full contact information, description, budgets, SIC codes, meetings, publications, web sites, awards and more. It is updated continuously.

Go to: **RCPL** (<http://www.myrcl.com>)  
Click: **Research and Learning**  
Click: **Research Tools**  
Click: **General Reference Tools (or View All Databases Alphabetically for a list)**  
Click: **Encyclopedia of Associations**  
Click: **Inside the Library** OR **Home Access**

★ To begin a new search after each question below, click *Main Menu* at the left of the screen.

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

1. **I saw an obituary which stated that the decedent was a member of the SPEBSQSA. What does this stand for?**
  - ☐ At the *Basic Search* page, enter 'spebsqsa' in the *Find* box and click *Search*. The radio button may be set at either *Entity Name* or *Keyword*.
  - ☐ One linked result will be displayed for the *Society for the Preservation and Encouragement of Barbershop Quartet Singing in America* along with basic information (address, telephone, etc.).
  - ☐ Click the linked name to display the full entry.
2. **Which organizations, whether local, state, regional, national or international, have chapters in Columbia, South Carolina?**
  - ☐ At the home page, click *Advanced Search*.
  - ☐ At *Select Directories*, click *ALL*.
  - ☐ At the first (top) *Keyword* box, use the arrow to display the drop down menu and then click *City (cc)*.
  - ☐ In the box to the immediate right of *City*, enter 'columbia'.
  - ☐ At the second *Keyword* box, choose *State (sc)* and then enter 'south carolina' or 'sc' in the box to the right.
  - ☐ Click *Search*. Over 300 matches will be displayed in screens which can be advanced by clicking *Next*. The *Smart Sort* function allows ordering the results by *Alphabet* (default), *Publication Date*, *Directory Title*, *Section Title*, *Geography*, and *Number of Members*.
3. **I need a list of U.S. organizations concerned with archaeology.**
  - ☐ Click *Advanced Search*.
  - ☐ At *Select Directories*, click *National Organizations of the U.S. and Regional, State and Local Organizations of the U.S.*
  - ☐ In the box to the right of the first *Keyword* slot, enter 'archaeology' and click *Search*.
  - ☐ Over 70 listings will be retrieved, all of which can be clicked for full records.

**4. I collect dolls and would like a list of clubs and organizations with that focus.**

- ☐ At the *Basic Search* page, move the radio button from its default setting at *Search For Words In (Entity Name)* to *Keyword*.
- ☐ In the *Find* box, type 'dolls' and click the *Search* button.
- ☐ A list of relevant organizations will be retrieved as clickable links.

**5. How can I get a list of labor organizations associated with the lumber and timber industries?**

- ☐ At the *Basic Search* page, click *Advanced Search*.
- ☐ When the *Advanced Search* page appears, leave the setting for the top (uppermost) box at *Keyword* and type 'lumber' in the empty box to the right.
- ☐ At the second (middle) box, change the setting to the left of the *Keyword* box from *And* to *Or and* type 'timber' in the empty box.
- ☐ At the third (lowest) box, type 'labor unions' and then click the *Search* button.
- ☐ A list of clickable links for over a hundred organizations will be displayed.

**6. Are contributions to the American Library Association tax deductible?**

- ☐ In the *Basic Search* page's *Find* box, type within quotation marks "american library association", leave the radio button at *Entity Name*, and click *Search*.
- ☐ When the listing for the American Library Association appears, click the hyperlink for that organization's URL (web address).
- ☐ When ALA's web site appears, type 'tax deductible' in the *Search ala.org* and click *Go*.
- ☐ A number of excerpts from ALA's web site will appear, one of which reveals it to be a 501(C)(3) organizations. Therefore, contributions are tax deductible.