

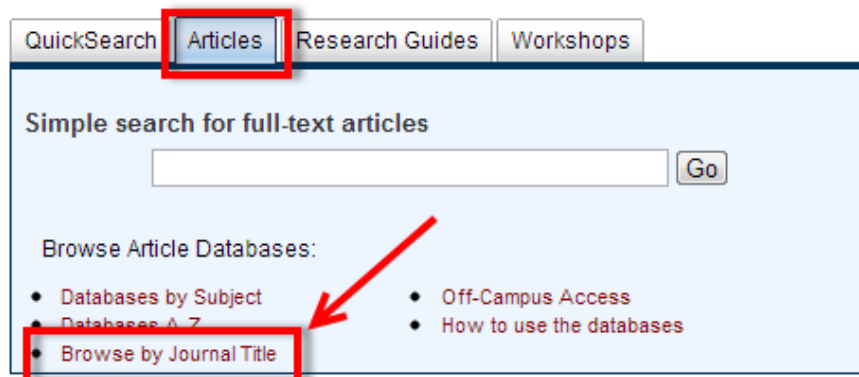
How to Obtain a Full-Text Article or Book



Obtaining Full-Text Articles:

If you would like to obtain the full text article from a journal, magazine or newspaper and have the citation (e.g., author, article title, periodical title, date, etc.), you can:

1. Click on the **Articles** tab from the Library's home page at <http://library.reynolds.edu>. When the *Articles* search box appears, click on **Browse by Journal Title** under the search box.



QuickSearch **Articles** Research Guides Workshops

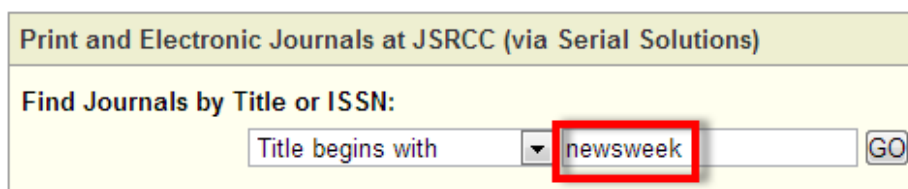
Simple search for full-text articles

Go

Browse Article Databases:

- Databases by Subject
- Databases A-Z
- **Browse by Journal Title**
- Off-Campus Access
- How to use the databases

2. When the *Journal Locators* screen appears, enter the name of the journal, magazine or newspaper. The results list will indicate whether the journal, magazine or newspaper is available online through any of the library's databases or if it's available in print in the library. Make sure to type in the name of the **periodical title** (e.g., *Newsweek*, *Psychology Today*) and **NOT the article title**. You can also go directly to <http://library.reynolds.edu/find/journals>.

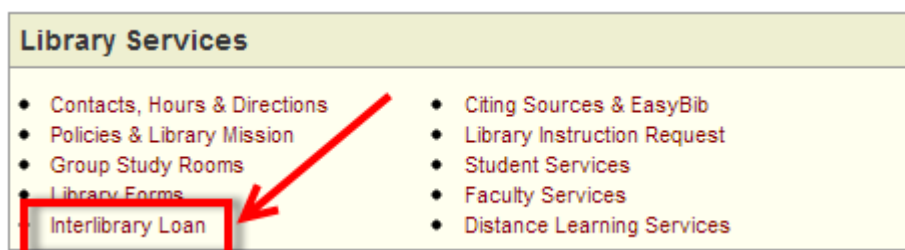


Print and Electronic Journals at JSRCC (via Serial Solutions)

Find Journals by Title or ISSN:

Title begins with GO

3. If a periodical title is not available in print or online, you can fill out an online **Interlibrary Loan Request** form to see if we can obtain the article through another library. To access the online request form, click on **Interlibrary Loan** from the *Library Services* menu on the library's home page. You can also go directly to the form at: <http://library.reynolds.edu/services/forms/ill>. Please be aware it takes about a week to obtain your request through ILL.



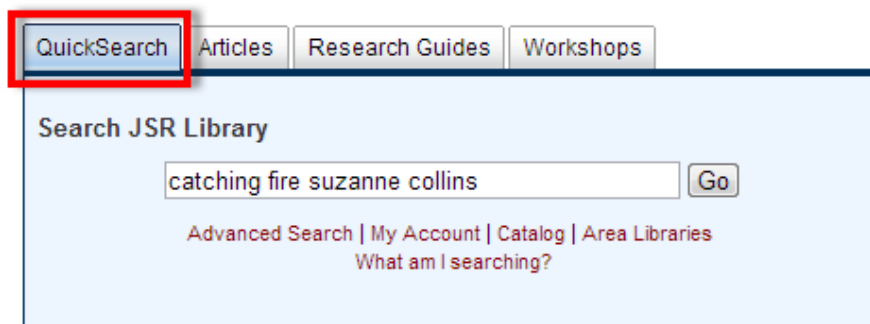
Library Services

- Contacts, Hours & Directions
- Policies & Library Mission
- Group Study Rooms
- Library Forms
- **Interlibrary Loan**
- Citing Sources & EasyBib
- Library Instruction Request
- Student Services
- Faculty Services
- Distance Learning Services

Obtaining Books:

If you would like to borrow a book from another library and have the citation (e.g., author, title, etc.) you can:

1. First check to see if Reynolds Library owns the book. Go to the library's home at <http://library.reynolds.edu> and enter your search terms in the *QuickSearch* box.



QuickSearch Articles Research Guides Workshops

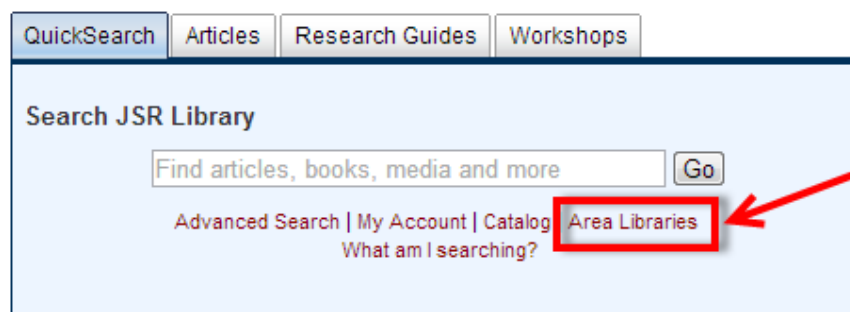
Search JSR Library

catching fire suzanne collins Go

Advanced Search | My Account | Catalog | Area Libraries

What am I searching?

2. If Reynolds Library does not own the book, you can check to see if any local libraries own the book by searching their catalogs. Click on the **Area Libraries** link under the *QuickSearch* box. When the next screen appears, you can click on **WorldCat** to find area public and academic libraries that own a particular book. A reference librarian will also be happy to assist you in identifying a close-by library that owns the book.



QuickSearch Articles Research Guides Workshops

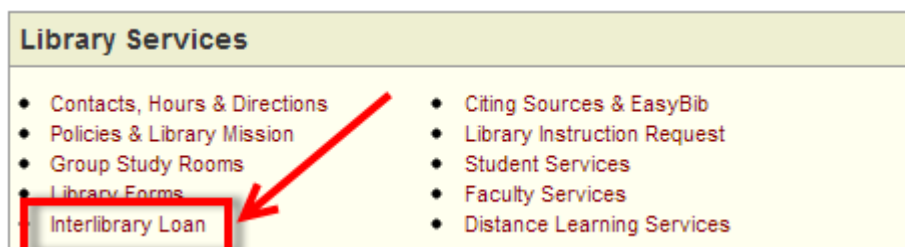
Search JSR Library

Find articles, books, media and more Go

Advanced Search | My Account | Catalog | Area Libraries

What am I searching?

3. If the book you want is available through an academic library in Richmond (e.g., VCU, UR), come to the reference desk at any of the three Reynolds campus libraries to get a **RALC (Richmond Academic Library Consortium) Pass**. This pass will entitle you to personally visit a RALC member library to check out books. You will also need your Reynolds student ID. The RALC web site which lists member libraries is located at: <http://library.reynolds.edu/ralc/members>.
4. If you cannot go in person to check out books from a RALC member library - or - there are no RALC member libraries that own the book, you can fill out an **Interlibrary Loan (ILL)** Request form by clicking on **Interlibrary Loan** from the *Library Services* menu on the library's home page. You can also go directly to the form at: <http://library.reynolds.edu/services/forms/ill>. Please be aware it takes about a week to obtain your request through ILL. You may also want to search **WorldCat** for a list of available libraries that own the book and to verify that you have the correct citation.



Library Services

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