Get A Journal Article The Library Doesn’t Own Tutorial

So you know an article that you’d really like to have but you don’t think we have access to the full text – perhaps your professor mentioned the article or you find a citation for it in another database. Many times we have full text availability through another company’s database or backfiles we may have recently purchased. On the library’s homepage, click on Journal Finer type in the name of the journal and click “Search.” If no results show up – or the results indicate we don’t have the year/volume you need - click “request any article through Interlibrary Loan.”

Login using your UNCG username and password, clicking login to “ILLiad” (our Interlibrary Loan software). Look on the left side of the menu where you see “New Request.” There are a couple options, and the one we want for a new journal is “Request a Journal Article.” Fill in as much information as you can on the journal article information page. The little red asterisks indicate fields that must be filled out). When you are done, click “Submit Request” at the bottom of the page. Your request should have been processed, and at the top of the page is a summary, including the request number, article title, and other transaction information. Now, when it’s available (which could be anywhere from a few days to a week/10 days, depending on the rarity of the article), it will be sent to you via e-mail.

And if you still have questions you can always Ask Us!

(opening music by zapac Test Drive @ccmixer [CC BY NC 3.0])