How to Get Full Text Articles from Other Libraries

This handout will show you how to get electronic copies of full text articles through interlibrary loan when an article is not available.

1. Search for articles:
   - Go to the Rebecca Crown Library homepage: www.dom.edu/library.
   - Click the “Articles & Databases” tab and type your search term into the search bar.
   - To choose a more specialized database, click the “Select A Database” button.

2. Results:
   - If you’ve located an article that is not available in full text, click the “Find full text in other databases” link.
3. Locate the article:
   - The next screen will tell you if the article is available in another database or in print.
   - When the article is not available somewhere else, click the “submit an online interlibrary photocopy request” link.

   Article: Jane Austen at 25: A Life in Numbers.
   Author: Favret, Mary A
   Journal: English language notes
   ISSN: 0013-8282 Date: 04/01/2008
   Volume: 46 Issue: 1 Page: 9

   Citation: Email ▼ or Export/Save ▼
   Always check the citation for accuracy. Click this link for more information.

   Sorry, no holdings were found for this journal.

   Please see additional options below for finding this journal.

   Additional options for finding full-text:
   Step 2
   Submit an online Interlibrary Photocopy Request

4. Request in ILLiad:
   - Once on the ILLiad logon page, click “First Time Users” and fill out the needed information.

   ILLiad Logon
   Username
   Password
   Logon to ILLiad

   Forgot Password?
   First Time Users

   Once your account is created, the article request form will automatically fill with your request. Click “Submit Request” to request the article. You will receive an email when your article is available.

✓ Need more help?
   - Chat: www.dom.edu/library
   - Call: (708) 524-6875
   - E-mail: reference@dom.edu
   - Visit the library