

Getting Articles and Books at the Library

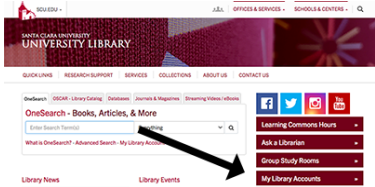
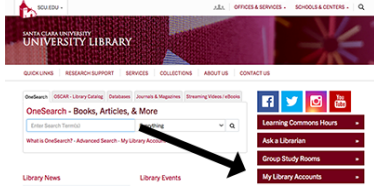
Once you've identified some promising articles, essays and books for your research, you're going to want to find them in our library. You might have discovered that some of the articles in the ATLA Database have links to full-text versions of the article online. You can click on that link and read the article right on your computer screen, or save it to a flash drive or computer. But you'll probably not be able to access all your resources that easily. The chart below shows you how to locate books, journal articles, and chapters in books from the library's website: www.scu.edu/library.

A.

1. Locate "OSCAR - Library Catalog" below the "University Library" logo, on the left. Select "Title" from the drop-down menu, and type your book or journal title in the window. Click the red arrow to the immediate right of your title.
2. Click on your title (sometimes, this takes a little drilling down if Oscar comes back with several similar titles), and identify where the book is. If it says Main Stacks, that's the basement of the library, and you can retrieve it yourself. If there's a red "Request from ARS" button, that's the automated retrieval facility; click on the button to order the book to Circulation. Enter your "Last Name, First Name" and hit the submit button. The book will be delivered to the shelf across from the Circulation Desk within a ½ hour and held there for 24 hours.

If our library doesn't have the:

B.

Book	Journal (use the tab to search Journals first)	Chapter
<p style="text-align: center;">1. Click on the "Search Link+ button."</p> <p><i>If the title shows up</i></p> <ol style="list-style-type: none"> 2. Click on the title. You'll see a full record of the book with links beneath indicating how many Link+ libraries have the book, and another link reading REQUEST ITEM. Click on REQUEST ITEM. 3. Select "Santa Clara Univ" (not Santa Clara City Public!) from the drop-down menu for the various institutions in the Link+ consortium (they need to know which one you're affiliated with). 4. Type your full name as it appears on your Access card and the barcode on the back, starting with 25098... (not the same as your student ID # on the front); hit submit (or the enter key); now the Pickup institution should automatically read "Santa Clara Univ" and the Pickup location should automatically read "Orradre Circulation Desk" (the circulation desk in the library). 5. Hit the Submit button. You'll receive an email to your scu.edu account when the book arrives (3-7 days). <p><i>N.b. LINK+ and Interlibrary Loan books are due sooner than SCU books, and there are stiff fines if you return them late.</i></p>	<p style="text-align: center;">1. Click on the "Search Link+ button."</p> <p><i>If the title doesn't show up:</i></p> <ol style="list-style-type: none"> 2. Go back to www.scu.edu/library 3. In the red menu on the right column of the page, select the "My Library Accounts" button.  <ol style="list-style-type: none"> 4. If you don't yet have an Inter-library Loan Account, create one and log in (the system is called ILLiad). 5. In the New Request area, click "book." 6. Fill in the fields with the bibliographic information for the book; in the "cited in" field, type in that you were unable to locate the book in LINK+ (this saves the Bronco Express staff a step). 7. Hit the submit button. You'll receive an email when the book arrives, usually 2-3 weeks. 	<ol style="list-style-type: none"> 1. Go to www.scu.edu/library. 2. In the red menu on the right column of the page, select the "My Library Accounts" button.  <ol style="list-style-type: none"> 3. If you don't yet have an Inter-library Loan Account, create one and log in (the system is called ILLiad). 4. In the New Request area, click "article." 5. Fill in the fields with the bibliographic information for the article. 6. Hit the submit button. You'll receive an email when the article comes in alerting you to login to your ILLiad account to view the article. Go to View: Electronically Received Articles, and you'll see it there. This process usually takes about 3-7 days. The articles are provided free of charge. 7. Repeat for each of your other sources. <p><i>Remember: Some articles are available online from the ATLA database, and others may be in journals for which our library has an eSubscription. We also have a lot of journals in hard copy/bound form; search by journal title.</i></p>