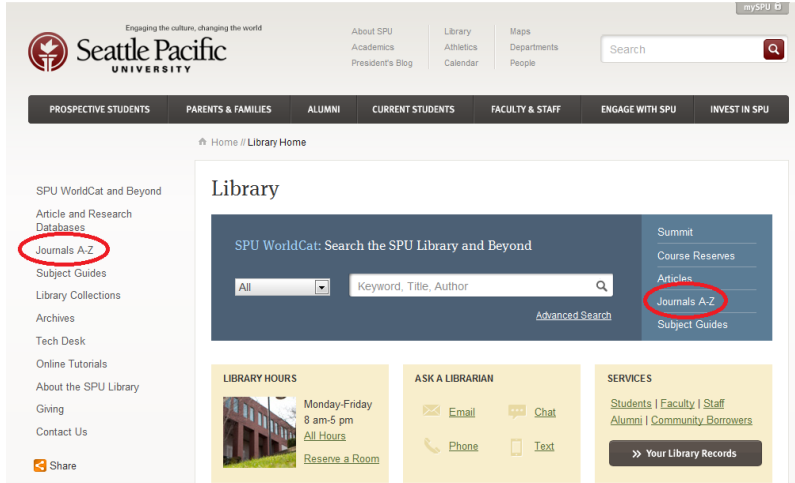




1. Find citation, using a database or an index.

Immediate Access (Available via the SPU Library or the Internet)

2. **check for full text** = search for a periodical (by Journal Title or ISSN) in **Journals A to Z** (as indicated below, or via <http://qq4ql2bj9d.search.serialssolutions.com/> directly):



This will tell you if (and for what years) the Library subscribes to the periodical in

- a. Electronic form,
 - b. Print (Library, Lower Level, alphabetically by title), or
 - c. Microfilm (**Microfilm Print Request:** <http://spu.edu/library/about-the-library/services/other-services/microfilm-reprint-request.aspx>).
3. **Check SPU catalog** = search for a periodical (by Journal Title or ISSN) in **Journals A to Z** (as above).
 4. Look for the periodical homepage over the Internet. Some respectable journals make at least some back issues available at no charge from their own websites.

Access within 1 day (Available via a Seattle library)

5. Consult the catalog of another library here in Seattle (http://www.spu.edu/depts/library/general_reference/other_libraries.htm).¹ It may be that you can get what you need in an hour or so by making a quick trip across town.

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7. **Request via ILL** = Request the article via InterLibrary Loan. To do this, click within the database on **Request via ILL** or go to <http://spu.edu/library/about-the-library/departments/interlibrary-loan.aspx>. While most items requested via InterLibrary Loan come within 5 business days, you should allow as much as two or even three weeks for the ILL process.

Keep in mind that some indices and databases cover articles, chapters, and essays in *books* as well. If the item you seek is in a book, the book may be available in our library, or from another Orbis Cascade Alliance library via Summit borrowing, or from a library outside of the Orbis Cascade Alliance via InterLibrary Loan.

¹A search of WorldCat Local (<http://spu.worldcat.org/advancedsearch>, limited to **Format = Journal / Magazine / Newspaper**) can give a quick sense of which area libraries hold the *title* you are looking for, but not usually any information about the extent of their holdings, i.e. whether the libraries in question have the very *issue* you need.