



## Finding the Full-text of an Article

Once you have found some citations of articles you are interested in, the next step is to locate the full-text of those articles. Following these steps in this order will help you find the full-text in the quickest and simplest way possible. To start, go to the Library Homepage, which can be found at [css.edu/Library](http://css.edu/Library)

Step 1 - Through the database you are currently using.

If the article is available full-text within the database you are searching, for example in CINAHL or PsycINFO, simply click on the full-text link. It will usually let you either print the article or email it to yourself.

Your article's journal may be full-text in a different database other than the one you used. For example, most articles in PubMed, are not in there full-text, but they might be full-text in Academic Search Premier.

Some journals never have their articles full-text in an online database or they may place an embargo on their articles meaning that they have to be a certain age such as one year old before they will allow them to be full-text online. In addition, articles that are older than 10-15 years may not be full-text online. For this reason, libraries are still a valuable resource to find articles. To check to see if your article's journal is full-text in any of the databases or here in the Library in print, follow these steps:

If you see a link for *Full Text Finder*, click there and it will either automatically take you to the database that has the full-text of the article, or it will have you *View other options*, so follow those instructions.



Step 2 - Check the Library's journals it has here in print.

To search the Library's journals it has in print or full-text online in any of the databases it subscribes to, click on *Journals, A to Z* on the *Articles* page.

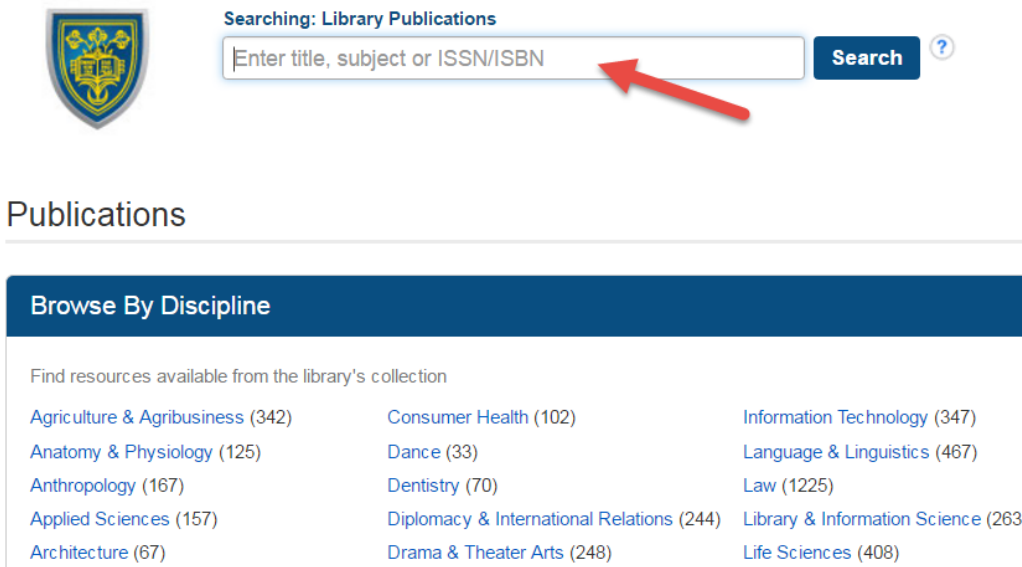
### Journals, A to Z

Use Journals, A to Z to find the full-text of an article or to browse the table of contents of a journal. *Do not* use it to search for articles.

- [Journals, A to Z](#)



Enter the title of the journal in the search box and click *Search*.



Searching: Library Publications

Enter title, subject or ISSN/ISBN

Search ?

### Publications

#### Browse By Discipline

Find resources available from the library's collection

Agriculture & Agribusiness (342)	Consumer Health (102)	Information Technology (347)
Anatomy & Physiology (125)	Dance (33)	Language & Linguistics (467)
Anthropology (167)	Dentistry (70)	Law (1225)
Applied Sciences (157)	Diplomacy & International Relations (244)	Library & Information Science (263)
Architecture (67)	Drama & Theater Arts (248)	Life Sciences (408)

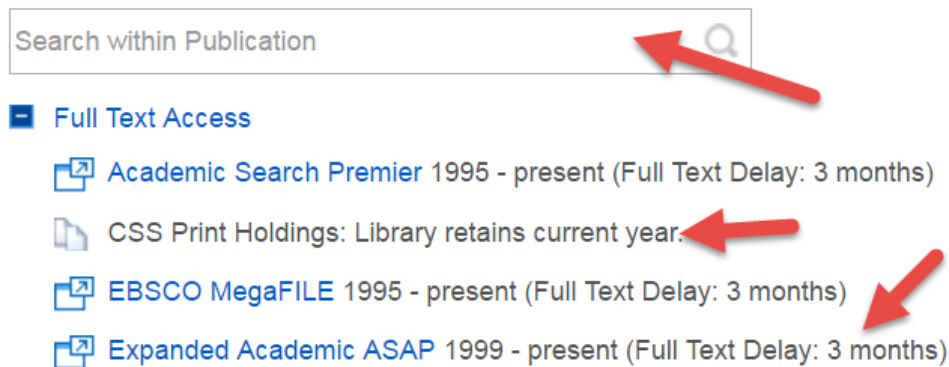
All journals owned by CSS will be listed. If the library owns the hardcopy of the journal, it will say *CSS Print Holdings*. The dates included in the databases and what is here in the Library will be listed.

If it says *Full Text Delay*, that means that the article needs to be that old before the full text of it can be in the online database. Enter your keyword or article information in the Search within Publication box and click on the magnifying glass to search for the article.

If the Library does have it here in print, come in person to scan it, or if you are a distance person, then click here for more information on requesting materials <http://libguides.css.edu/RequestingMaterials>. If the Library does not have it in print, then you will need to Interlibrary Loan it (follow Step 3 directions).

## 1. National Geographic

ISSN: 0027-9358. Ethnic & Cultural Studies, Geography & Cartography.



Search within Publication

#### Full Text Access

- Academic Search Premier 1995 - present (Full Text Delay: 3 months)
- CSS Print Holdings: Library retains current year.
- EBSCO MegaFILE 1995 - present (Full Text Delay: 3 months)
- Expanded Academic ASAP 1999 - present (Full Text Delay: 3 months)

### Step 3 – Interlibrary Loan (ILL)

If the Library does not have access to the journal you need for your article, you can still get a copy of your article through interlibrary loan (ILL). This is a free service and usually takes a couple of week days to get an article sent electronically to your email or else a week for it to come in paper.

You see a link for *Interlibrary Loan and/or Request*. This means that access to the full-text of the article is only available by freely requesting it with an online form.

[Interlibrary Loan and/or Request](#)

Click on the link and then enter your Library card number located on the back of your student/faculty/staff ID card. It is 14 digits and starts with 20116... The password is your last name. Then click the *Log On* button.

Please identify yourself:

User ID/Barcode:	<input type="text"/>	(14 digit number from Student/Library ID card)
Password:	<input type="text"/>	(Usually Last Name)
<input type="button" value="Log On"/> <input type="button" value="Cancel"/>		

The online form will already be filled out with the article's information and is defaulted to be sent electronically to your CSS Gmail account. This takes 24-48 hours during the work week. Just click the box at the bottom of the form saying you abide by the copyright restrictions and click *Go*.

**Notice: Warning Concerning Copyright Restrictions**  
(You must read and acknowledge the following statement before submitting)

The Copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Under circumstances that comply with the provisions of Title 17, U.S. Code, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses a photocopy or other reproduction, that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copy if it involves violation of the copyright law.

I have read the above statement and agree to abide by its restrictions. \*

Once you click **Go**, you will be given a statement with your ILL number. This is how you know your request went through. If it did not, you will see the ILL form again.

The Interlibrary Loan request will automatically be sent to your **CSS email**, unless you have chosen "No" for the electronic copy. If you choose "No" a paper copy will be sent to the Library for you to pick up.

Notes:

Articles sent electronically to your email are only available for **7 days** or **5 viewings**. Watch your email for a message from MEDD or MINITEX.

If you are a distance student, please put **Distance Student** in the “Notes” box of **all** interlibrary loan requests. This will ensure timely arrival of your requests.

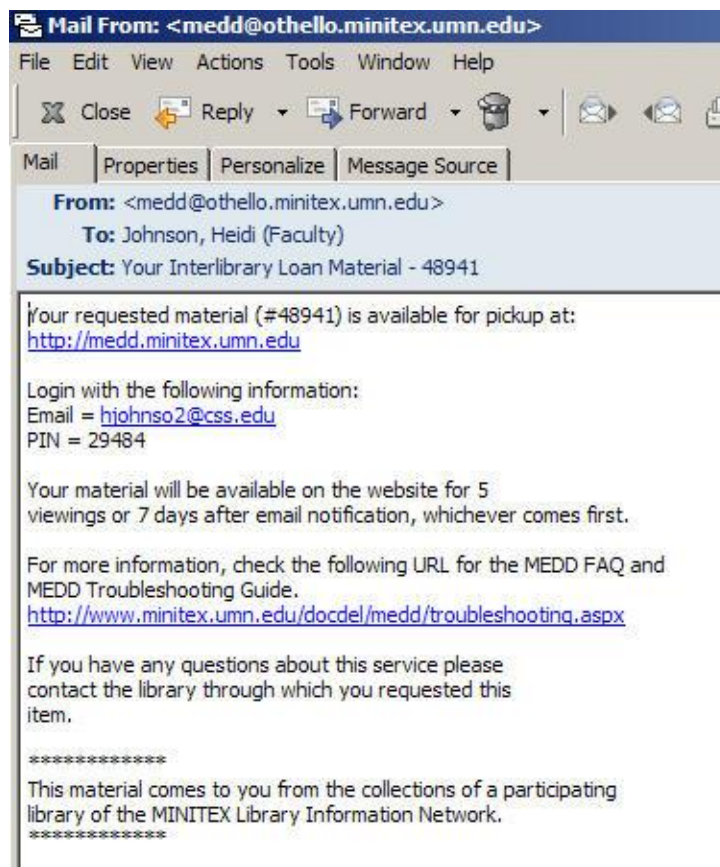
The electronic delivery option is available for **articles only**.

Not all articles are able to be sent via email.

For answers to common questions, contact the library at [library@css.edu](mailto:library@css.edu) (218)723-6140.

Watch for an email from MEDD. It will include a link, a pin number, and instructions that you will need to access your articles from a remote server. Articles are sent in .PDF format. You will need Adobe Acrobat Reader to access them. Example of an email from MEDD – click on link and follow the directions.

**Do not use Internet Explorer when opening your ILL documents.**



Enter your CSS email address and the PIN given to you in your email message.

Click on *View* – remember that you can only view your article 5 times and it will only be in your email for 7 days

## MEDD: Get Your Documents

### Viewing Your Document

- Click on the hyperlink in the document column to view the file in Acrobat. You have the option of viewing, printing, or saving the document to disk or your computer.
- You may delete the document from our server when you no longer need to view it.
- First time MEDD user or having a problem?
  - [Get more information about retrieving your document](#)
  - [Troubleshooting information for Mac users](#)

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