



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

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](#)



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 book or journal article that you need for your research project, you will find a link to interlibrary loan.

1. The multiplicative effect of stress and **sleep** on academic cognitions in Latino college students.



Sasser, Jeri; Lecarie, Emma K.; Gusman, Michaela S.; Park, HyeJung; Doane, Leah D.; Chronobiology International, Vol 39(3), Mar, 2022 pp. 346-362. Publisher: Taylor & Francis; [Journal Article], Database: APA PsycInfo

Subjects: Cognitions; **College Academic Achievement**; **College Students**; **Sleep**; Stress; Adulthood (18 yrs & older); Male; Female

[Interlibrary Loan and/or Request](#)



Click on the **Interlibrary Loan and/or Request** link. This will bring you into the library system.

NOTE: If you are not logged in, you may be prompted for a username and password. The prompt will look as follows:

The image shows a login form for The College of St. Scholastica. At the top left is the college's crest, and to its right is the text "The College of St. Scholastica". Below this are two input fields: "Username" and "Password". Under the password field is a link that says "Forgot your password?". A blue "Login" button is positioned below the password field. At the bottom left of the form is a link that says "Need Help?".

Use your network username and password, which is the same username and password you use to access Brightspace or your CSS email.

Next, click **Sign In** to login to your Library account.

Health and Social Care

Self-reported health, healthcare service use and health-related needs: A comparison of older and younger homeless people.

van Dongen, Sophie I.
ISSN: 0966-0410
Health , 2019, Vol.27(4), p.e379

Check for available services >

TOP

SEND TO Send to _____

HOW TO GET IT

ENDNOTE PRINT CITATION PERMALINK

How to get it _____

Submit a Request Sign in

Next, click **Interlibrary Loan Request** to open the Interlibrary loan form.

Health and Social Care

Self-reported health, healthcare service use and health-related needs: A comparison of older and younger homeless people.

van Dongen, Sophie I.
ISSN: 0966-0410
Health , 2019, Vol.27(4), p.e379

Check for available services >

TOP

SEND TO Send to _____

HOW TO GET IT

ENDNOTE PRINT CITATION PERMALINK

How to get it _____

Interlibrary Loan Request >

Next, double check that the article title, journal title, and other information is correct in the online form. Make changes if needed.

Resource Sharing

Media
Any

Citation type Book Article

Article title
★ Self-reported health, health

Journal title
★ Health & social care in the c

Author
van Dongen, Sophie I.

ISSN
0966-0410

DOI

Publisher

Publication year
20190701

Volume
27

Issue
4

NOTE: you can ignore the **Preferred Local Pickup Location** in the online form if you are requesting an article as it will be scanned and sent to your CSS email. However, if you are requesting a book or other physical item, you are a distance student, and want the item sent to your home address, click the dropdown arrow for **Preferred Local Pickup Location**, then select **Home Address**. See pages 6, 7 and 8 for more information and screenshots of this.

Preferred Local Pickup Location
St. Scholastica Library ▼

Comment

You must read and acknowledge the following statement before submitting your request.

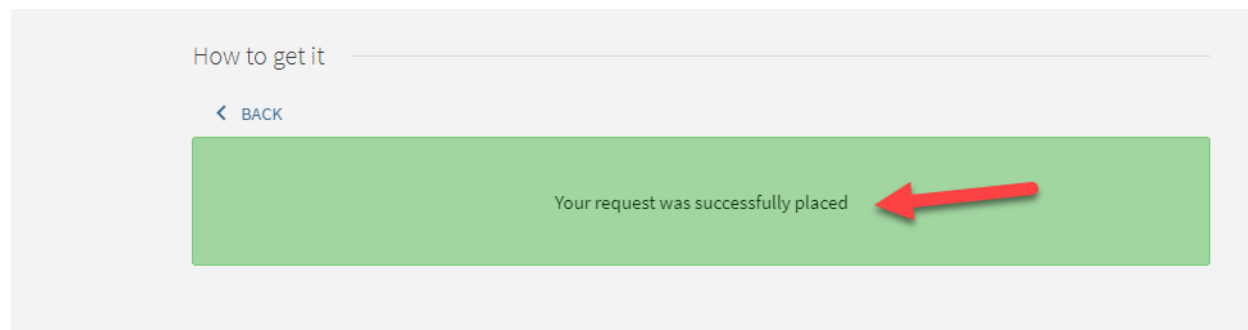
★ The Copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses a photo copy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

RESET FORM

SEND

Once you are satisfied that the information in the online form is correct, scroll to the bottom of the form, and click to agree to the conditions of copyright. Lastly, click **Send** to initiate your request.

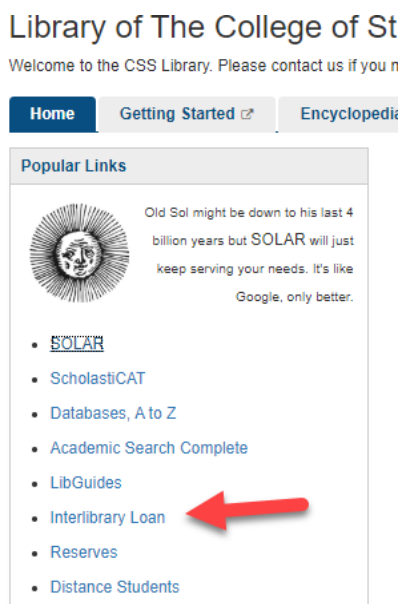
Now, you should see a message that your request has been successfully placed.




Requesting Interlibrary Loan through the Blank ILL Form

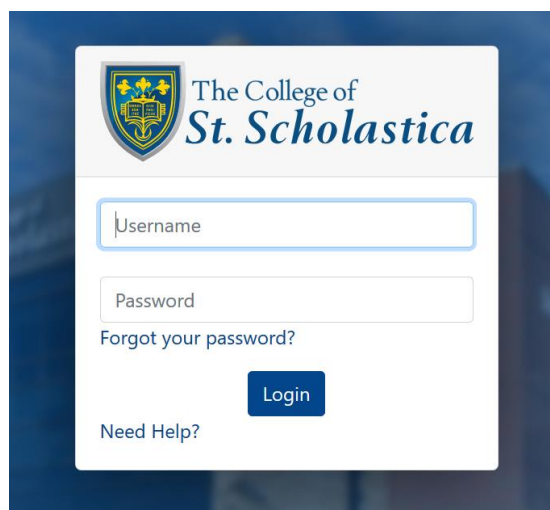
For databases that do not have the Interlibrary loan link available in them, articles located in Google Scholar, or those resources found at the end of reference lists, you can request these sources by filling out a blank interlibrary loan form.

Click on the **Interlibrary Loan** link found in the **Popular Links** on the library homepage.



Once on the Interlibrary Loan page, you will find the blank **Interlibrary Loan Form** on the right side of the page.

<p>Distance Users</p> <p>Distance users can have physical items shipped to their home address. They can also receive electronic copies of chapters and articles to their CSS email. When submitting a hold request or an interlibrary loan request you can select Home Delivery under <i>Pickup Location</i> and enter your address. You can also respond to the arrival notice with your shipping address and ask for items to be shipped. Physical item requests are shipped by USPS. Items are shipped free of charge, but distance</p>	<p>Frequently Asked Questions</p> <p>Q. HOW LONG WILL IT TAKE? Delivery speeds are dependent on staffing at the CSS library, staffing at the lending library, the availability of the requested material, and shipping speed. Most articles are filled within 24 hours on business days. Books typically arrive within 3 business days.</p> <p>Q. HOW WILL I KNOW WHEN MY ILL REQUEST ARRIVES? Articles - You will receive an email with the subject "The article you requested" or "Delivery of Minutex Referral Articles" with instructions to access your article. You have a limited number of logins and days to access the article. It is best to download and save the article immediately. *NOTE: Articles are scanned as PDFs. You will need to have Adobe Reader on your device.</p>	<p>ILL request form</p> <p>Use the following form to request books, journal articles, or other items through Interlibrary Loan.</p> <ul style="list-style-type: none"> • Interlibrary Loan Form  <p>Request an item through resource sharing.</p>
---	---	--



NOTE: If you are not logged into my.CSS, you may be prompted for a username and password. The prompt will look as follows:

Use your network username and password, which is the same username and password you use to access my.CSS, Brightspace, or your CSS email.

Once you have logged into the Library system, you will be brought to the blank ILL form.

Citation type Book Article

* Title _____

Author _____

Specific edition

Edition _____

ISBN _____

OCLC Number _____

Publisher _____

Publication year _____

The form will default to the **Book** form. If you wish to request a book or video, fill out the form with as much information as possible. You must have at least the Book or Video title; however, the more information you put in the fields, the faster we can locate the item and have it sent to you.

Citation type Book Article

* Article title _____

* Journal title _____

Author _____

ISSN _____

DOI _____

Publisher _____

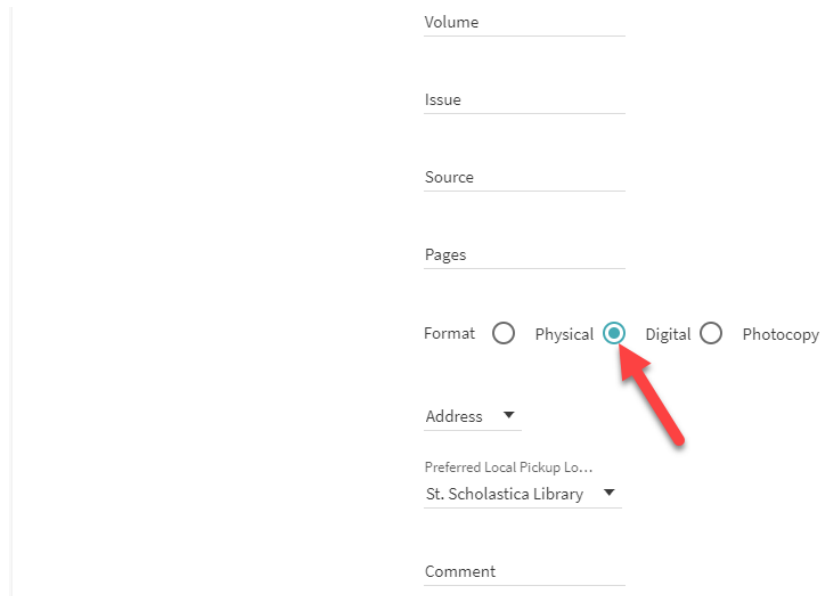
Publication year _____

Volume _____

If you want to request an article, click on the radio button before Article. This will change the form to an Article form.

Fill out the form with as much information as you have about the article. However, at the very least, you must include the article title and the journal title.

If you would like the article to be scanned and sent to your CSS email, click the radial button before **Digital**. You can find this near the bottom of the form.



The image shows a portion of a web form. On the left, there is a vertical line. To the right, the form fields are as follows: 'Volume' with a text input field; 'Issue' with a text input field; 'Source' with a text input field; 'Pages' with a text input field; 'Format' with three radio buttons: 'Physical' (unselected), 'Digital' (selected, indicated by a blue dot and a red arrow), and 'Photocopy' (unselected); 'Address' with a dropdown arrow; 'Preferred Local Pickup Lo...' with a dropdown menu showing 'St. Scholastica Library'; and 'Comment' with a text input field.

NOTE: you can ignore the **Preferred Local Pickup Location** in the online form if you are requesting an article as it will be scanned and sent to your CSS email.

Are you a distance student wanting an ILL book or other physical item sent to your home?

Click the dropdown arrow for **Preferred Local Pickup Location**, then select **Home Address**.