



## J. Sargeant Reynolds Community College

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### How to Obtain a Full-Text Article or Book

Last updated on 8/28/09.

If you have the citation for a **periodical article** and would like to **obtain the full text article**, you can:

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2. Alternatively, you can fill out the **Interlibrary Loan (ILL)** Request form at: <http://library.reynolds.edu/services/forms/ill/default.asp> or click on **Interlibrary Loan** under the *Services* section on the library's home page to request items that are not available through JSRCC Libraries. Please be aware it takes about a week to obtain your request through ILL.

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3. If the book you want is available through an academic library in Richmond, come to the reference desk at any of the three JSRCC campus libraries to get a **RALC (Richmond Academic Library Consortium) Pass**. This pass will entitle you to check out books from any member libraries of RALC. The RALC web site which lists member libraries is located at: <http://org.jsr.vccs.edu/ralc/>.
4. Alternatively, you can fill out the **Interlibrary Loan (ILL)** Request form at: <http://library.reynolds.edu/services/forms/ill/default.asp> or click on **Interlibrary Loan** under the *Services* section on the library's home page to request items that are not available through JSRCC Libraries. Please be aware it takes about a week to obtain your request through ILL. You may also want to search **WorldCat** available at: <http://www.worldcat.org/> for a list of available libraries that own the book and to verify that you have the correct citation.