

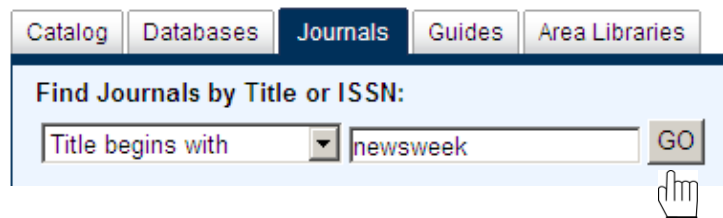
How to Obtain a Full-Text Article or Book

Last updated on 5/31/2011.

Obtaining Full-Text Articles:

If you would like to obtain the full text article from a journal, magazine or newspaper and have the citation (e.g., author, article title, periodical title, date, etc.), you can:

1. Click on the **Journals** tab from the Library's home page at <http://library.reynolds.edu> and enter the journal, magazine or newspaper title in the search box. You can also go directly to <http://library.reynolds.edu/find/journals>. The results list will indicate whether the journal, magazine or newspaper is available online through any of the library's databases or if it's available in print in the library. Make sure to type in the name of the **periodical title** (e.g., *American Journal of Psychology*, *Newsweek*) and NOT the article title.



Catalog Databases **Journals** Guides Area Libraries

Find Journals by Title or ISSN:

Title begins with GO

2. If a periodical title is not available in print or online, you can fill out an online **Interlibrary Loan Request** form to see if we can obtain the article through another library. To access the online request form, click on **Interlibrary Loan** from the *Services* menu on the library's home page. You can also go directly to the form at: <http://library.reynolds.edu/services/forms/ill>. Please be aware it takes about a week to obtain your request through ILL.



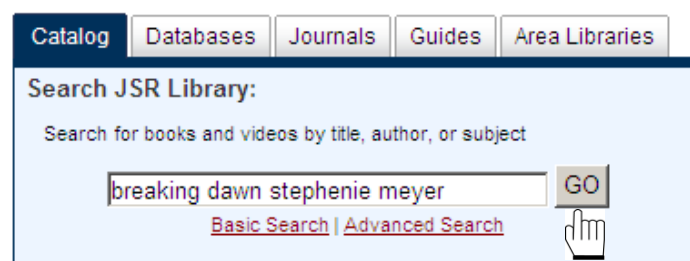
Services:

- [Contacts, Hours & Directions](#)
- [Circulation Policies](#)
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- [Group Study Rooms](#)
- [Information Literacy](#)
- [Library Forms](#)
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Obtaining Books:

If you would like to borrow a book from another library and have the citation (e.g., author, title, etc.) you can:

1. Search JSRCC Library's online catalog (VCCS LINC), to see if JSRCC Library owns the book. To search the catalog, enter your search terms in the *Catalog search* box from the library's home page at <http://library.reynolds.edu>.



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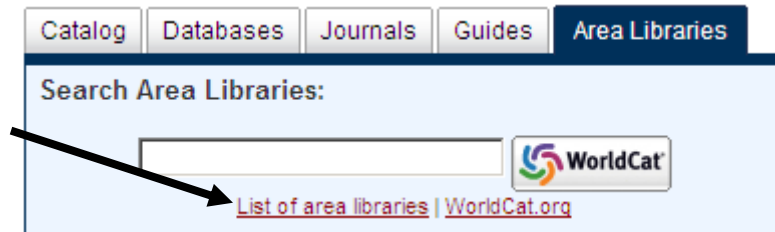
Search JSR Library:

Search for books and videos by title, author, or subject

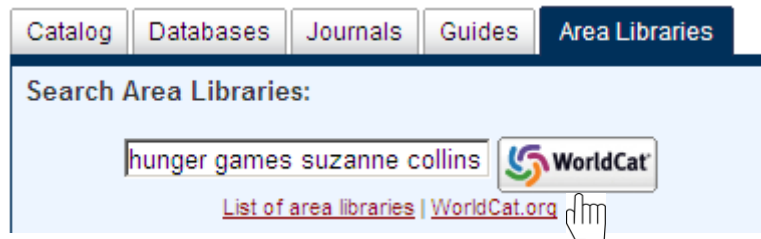
GO

[Basic Search](#) | [Advanced Search](#)

- If JSRCC Library does not own the book, you can check to see if any local libraries own the book by searching their catalogs. Click on the **Area Libraries** tab from the library's home page, then click on the **List of area libraries** link. When the *Area Libraries* screen appears, scroll down to the *Catalogs* section and click on the catalog link for any local library.



- You can also search **WorldCat** from the *Area Libraries* search box to find area libraries that own a particular book. A reference librarian will also be happy to assist you in identifying a close-by library that owns the book.



- If the book you want is available through an academic library in Richmond (e.g., VCU, UR), 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 personally visit a RALC member library to check out books. You will also need your JSRCC student ID. The RALC web site which lists member libraries is located at: <http://library.reynolds.edu/ralc/members>.
- If you cannot go in person to check out books from a RALC member library - or - there are no RALC member libraries that own the book, you can fill out an **Interlibrary Loan (ILL) Request form** by clicking on **Interlibrary Loan** from the *Services* menu on the library's home page. You can also go directly to the form at: <http://library.reynolds.edu/services/forms/ill>. Please be aware it takes about a week to obtain your request through ILL. You may also want to search **WorldCat** from the *Area Libraries* search box for a list of available libraries that own the book and to verify that you have the correct citation.

