

Getting Books and Articles Not Here at USF

How can I get a book?

First, try these USF library resources:

- Check *Ignacio*, the library's catalog, from the library's home page (<http://www.usfca.edu/library>) to see if we own the book. (Regional students can use Document Delivery.)
- If not, click on the *Link+* to see if you can get it from another *Link+* library. *Link+* items arrive within 4 business days.
- If not available through *Link+*, request it from *Interlibrary Loan* at http://www.usfca.edu/Library/access_services/Interlibrary_Loan/. Allow 2-4 weeks for ILL requests.

Or try searching other library catalogs:

- From the library's home page (<http://www.usfca.edu/library>), under *Research & Collections*, select *Other Library Catalogs*.
- Search any of the individual library catalogs listed by clicking on the link.
- If you find a local library that has the book and is open to the public, you can go and review the book there.

How can I get an article?

- On the library's home page (<http://www.usfca.edu/library>), click **Journals** under the photo. Search for the **journal** your article is in.
 - If there are online resources listed that cover the date of your article, click on the link to the resource to search for the full-text of your article.
 - If there is a link for University of San Francisco Print Holdings, click on the link and see if the library owns the year or volume, and issue you need. If yes, go to the Periodicals Department to get it. (Regional students can use *Document Delivery Services*.)
 - Or see if any local libraries carry the journal. From the library's home page (<http://www.usfca.edu/library>), under *Research & Collections*, select *Other Library Catalogs*. Search any of the individual library catalogs listed by clicking on the link. If you find a local library that has the journal and it is open to the public, you can go there to access the journal.
- Otherwise, you can request it on *Interlibrary Loan*. (Allow 2-4 weeks.)

What if I need a periodical article *FAST*?

Try searching the Internet for recent articles.

- Enter the periodical name into a search engine like www.google.com
- If the periodical has its own website, search for the article on the website. 12/10 (jg/lh/sk)