

# Checking for Full Text

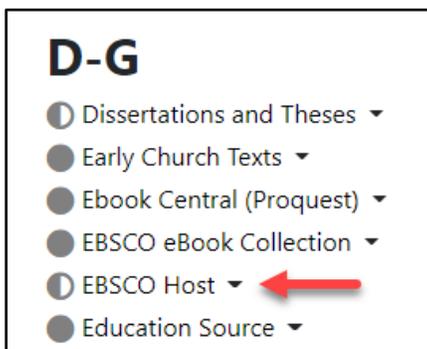
Finding Full text sources is a critical skill for researching.

## Navigation:

**Step 1:** Begin on the library.olivet.edu home page.

**Step 2:** To navigate to a list of databases, begin by clicking on Subject Guides. Then select A-Z eResources which is the first option on the page.

**Step 3:** Many databases have various options to check for fulltext articles. For this tutorial we will mainly be using the EBSCO database.



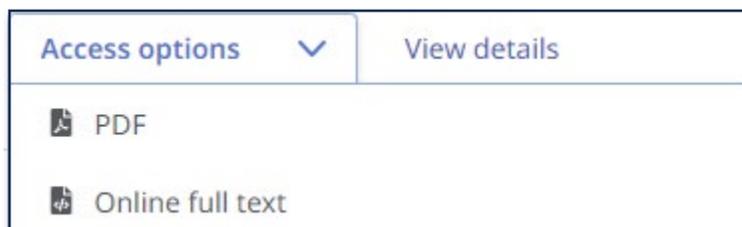
The results list in EBSCO, as well as many other databases, show four different options. Here's a quick guide to what these icons look like and mean for you.



This links to the full text page which displays the articles plainly and lacks the original fonts, formats, and colors. Any images in the article will likely be linked separately or may not be included entirely.

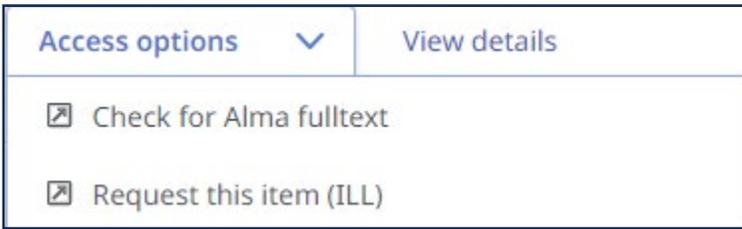


This links to the PDF version of the article. This version is like a photocopy of the original article.



If both the Online Full Text and PDF Full Text appear, that means both options are available.

**Note:** If you have an article with one of these icons, just click on it to go to the full text.

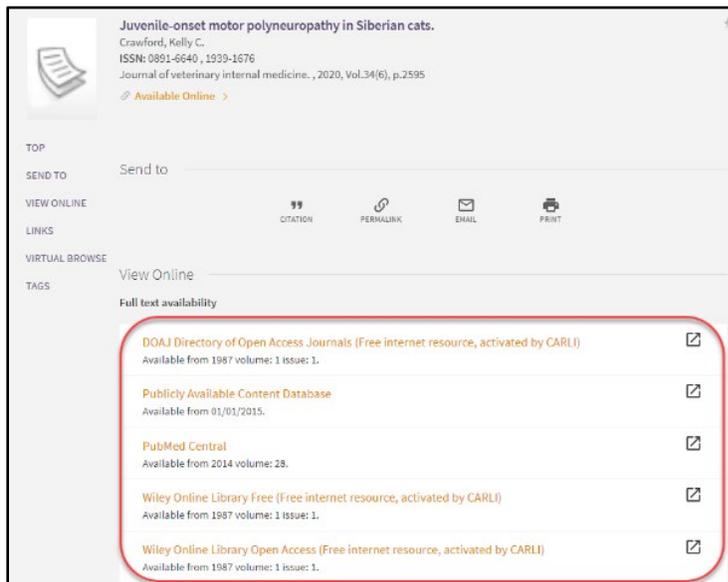


When no full text is available, you will be presented with these two options.

Clicking the Alma Fulltext button could bring you to one of two results. Both will get you the full text.

1. This full text option is instantly available. Click the Check for Alma fulltext icon and wait for a moment while a second tab opens and the helper program looks for a match. Use the new database's options to open the full text.

Occasionally instead of opening the database for you, our system takes you to a list of databases which contain the article. Click on any of the databases to access the full text.



2. This full text result will be available within 48 hours. To see the ILL process, you repeat the above process with a new article. If there is no HTML or PDF icon, click on Check for Alma fulltext. Instead of opening a new tab with your desired article, you will see the sign in invitation from the library catalog. **Note:** This sign in option is only for books and DVDs—not for articles. Do not try any of the options on this page. Just go back to the tab with the original article.

|  |               |  |                     |
|--|---------------|--|---------------------|
| Subject Guides   | Books & Media | <br><b>Benner Library</b><br>Olivet Nazarene University | Journals & Articles |
| <h2>EBSCO Interlibrary Loan Request</h2> <p>Please enter the information below in order to send an Interlibrary Loan request to your library's Interlibrary Loan Department.</p> |               |  |                     |
| <b>Personal Information</b>  |               |  |                     |
| First Name*  |               |  |                     |
| <input type="text"/>   |               |  |                     |
| Last Name*   |               |  |                     |
| <input type="text"/>   |               |  |                     |
| ONU E-mail Address*  |               |  |                     |
| <input type="text"/>   |               |  |                     |
| Department   |               |  |                     |
| <input type="text"/>   |               |  |                     |
| Course Number  |               |  |                     |
| <input type="text"/>   |               |  |                     |

**Step 1:** Click on the Request This Item icon. The standard Interlibrary Loan form will take place of the library catalog in your new tab. Go ahead and fill out the required fields with your Olivet information. The article citation should already be filled in.

After you submit this form, our Interlibrary Loan team will get a notification of your request and then contact a partner library to send it to your Olivet email.

**Step 2:** Interlibrary Loan may be your only option especially if you are trying to get very new articles. This is because many publishers wait six months, twelve months, or even eighteen months before they contribute their newest content to library databases. To circumvent these embargos, modify your search to stop eighteen months before the current date.

**Note:** *You can keep the article PDF forever at no cost to you.*

**For Additional Help:**

Info Desk: 815-939-5354 or [ONULibrary@olivet.edu](mailto:ONULibrary@olivet.edu)

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