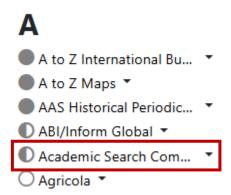
Checking for Full Text

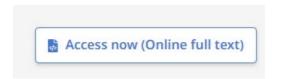
Finding Full text sources is a critical skill for researching.

Navigation:

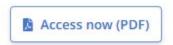
- **Step 1:** Begin on the library.olivet.edu home page.
- **Step 2:** To navigate to a list of databases, begin by clicking on Subject Guides. Then select A-Z eResources which is the first option on the page.
- **Step 3:** Many databases have various options to check for fulltext articles. For this tutorial we will mainly be in a EBSCO database, Academic Search Complete.



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.

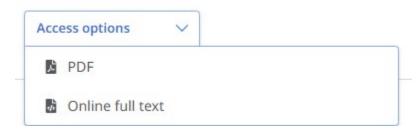


This links to the full text page which displays the articles plainly and lacks the original fonts, formats, and colors. Any images in the article will likely be linked separately or may not be included entirely.



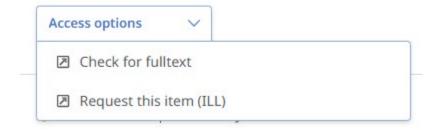
This links to the PDF version of the article. This version is like a photocopy of the original article.

If the button says Access Options, the Online Full Text and PDF Full Text are available.



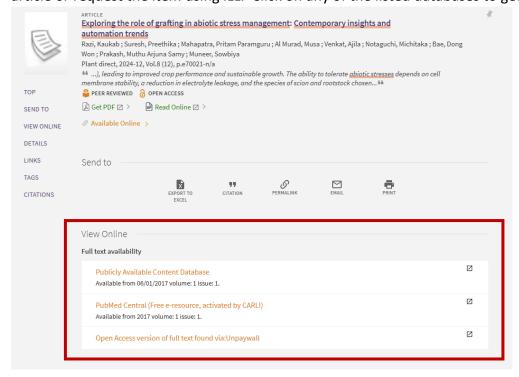
Note: If you have an article with one of these icons, just click on it to go to the full text.

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



Clicking the Check for Fulltext button could bring you to one of two results. Both should get you the full text.

- 1. This full text option is instantly available, as if we have the article, you may be directed immediately to the article in another database.
- 2. You will be taken to the library catalog. Click "Sign in" to see a list of databases which all contain the article or request the item using ILL. Click on any of the listed databases to get to the full text.



If we don't have the full text, click: Request this item (ILL)

Subject Guides Books & Media



Journals & Articles

EBSCO Interlibrary Loan Request

Please enter the information below in order to send an Interlibrary Loan request to your library's Interlibrary Loan Department.

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 but always check it for accuracy before submitting the form.

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

Circulation: 815-928-5441 or Circulation@olivet.edu

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