Below are instructions for obtaining a journal article, when you have the citation in hand.

1. First check to see if the journal that contains the article is owned by CSU Libraries. To do this check the GIL catalog at gil.colstate.edu. If the title is owned, holdings information will appear at the bottom of the screen for the entry in question.

2. If the journal title in question is not owned by CSU Libraries, submit an ILL request. To do this, go to the CSU web page and click on the Interlibrary Loan Box. The Libraries now utilize ILLiad software to facilitate the ILL process. Instructions for creating an ILLiad account and using the system are at the ILL web site. It’s easy and you will be surprised as to how quickly the article arrives – usually in 3 to 5 days!

3. You can also try to find your article online via a GALILEO database. GALILEO’s two most popular full-text, multi-disciplinary databases are EBSCO’s Academic Search Premier and Proquest’s Research Library. EBSCO also provides Business Source Premier, a specialized full-text database. Each of these databases has a “Publications” tab that you can click on to see if the database includes the full-text articles for the journal in question.

4. You can also look in the CSU-purchased full-text databases, available on the library web page under “Non-GALILEO Databases.” CSU Libraries have purchased 11 full-text journal databases, with another one on the way. They include:
   - Business Index
   - Communication and Mass Media Complete
   - Criminal Justice Index
   - General Science Index
   - Humanities Index
5. Librarians realize that searching for the full-text version of an article is frustrating for most researchers. It usually involves searching a number of different databases individually. Here are some tips for lessening your frustration level:

- Ask a librarian to help you determine if the journal is available electronically
- Go to the University of Georgia Libraries' electronic journal locator at [http://www.libs.uga.edu/ejournals/](http://www.libs.uga.edu/ejournals/) A search of this tool will let you know which database contains the journal you are seeking. **Note: You cannot get to the journal by clicking on the database title in the UGA list. You'll need to go back to the CSU Libraries web page and access the designated database through our system (not UGA's).**

Please be patient—help is on the way. Sometime this year we will be getting some magical software that will direct you to full-text articles seamlessly. It’s called SFX. Some of you may have used SFX at other universities. If you have, you know it’s a very powerful tool!

6. If you need a copy of the article **IMMEDIATELY**, and it is not readily available in print or electronically, use your Access Ingenta account. **All full-time faculty have pass-worded access to Ingenta, which allows them to order articles.** Articles are available immediately electronically (PDF or HTML) and via FAX/Ariel they arrive within 24-48 hours. Detailed instructions for using Access Ingenta will be available during the first week of class, January 2006.

Callie B. McGinnis
Dean of Libraries
1/6/2006