

Although many of the library's online article indexes include full text articles, you will also find citations for articles that don't have the full text attached. This doesn't mean that you can't get the article – it just means that you'll have to take some extra steps to get the full article. In many of the databases, you'll see a link that says "Check for full text" or "Library Holdings". This will connect you to a service that looks for your article in other databases and in the library's print collection. Here's how it works:

Clicking on **Check for full text** gives you four possible results:

**Online full-text access may be available through:**

**Links to content**

Article

OR

**Online full-text access may be available through:**

**Links to content**

Journal [Dates Available] [Database Name]

OR

**Online full-text access may be available through:**

**Links to content**

Journal ... Regis Print Journal Holdings

OR

**Sorry, this article is not available at Regis.**

Use the options below to find a copy of the article.

**More full text options**

**Option 1: Request item through Interlibrary Loan**

[Interlibrary Loan Login](#)

This *should* take you to the article, though you may have to click on an extra link or two.  
\*\*\* If there's no article link, or if the article link doesn't work, go to the next step.



This should take you to the page for the journal. You can either browse by year to find the article you need, or use a search option to search for your article's title. If you can't find it, see if the next option is available.

\*\*\*If the next option isn't listed, skip to the last section



This should mean that we have a print subscription. Click on the Journal link to see if we own the year you need and where it's shelved. You may see two choices -- one with [electronic resource] after the title. Pick the other one to see what's physically here. If we don't have the issue you need, go directly to Interlibrary Loan (see below).



We don't have this article in any format, so we'll have to request a copy from another library. Click on the **Interlibrary Loan Login** link. Log into the system with your RegisNET account. Verify that the article information is correct and make your request. If it's your first time using the system, set up a profile before making a request. Read more about Interlibrary Loan on the next page...

Sometimes, the **Check for full text** option isn't available from a database, or you may want to check a citation from a print source (like a book or encyclopedia). Here's how you check to see what journals are available through our library:

First, check **Locate a Journal** to see if it's available in the Regis collection:

- From the library's main page, select the **Locate a Journal** option from the **Library Quick Links**
- In the box next to where it says Title begins with, enter the title of the journal (not the article) and click on **Go!**
  - If the journal is available online, you'll see a list of databases that include the journal, along with dates of coverage. If you find a match for the dates you need, click on the database name (e.g., [Academic Search Premier](#)) to connect to that journal's page, then either browse or search for the article you need.
  - If the journal isn't available online for the dates you need, you may see a link that says [Regis Print Journal Holdings](#). If it's there, that means we have a physical subscription for that title, but you'll still need to check to see if we have the dates you need. Click on the [Regis Print Journal Holdings](#) link. You may see two choices, including one with [electronic resource] after the title. Pick the other one to see what's physically here. Note the format, then go to where the journal's stored to read or make a copy of the article:
    - DML Periodicals (PAPER): current calendar year on 2<sup>nd</sup> floor; earlier years on 4<sup>th</sup> floor; all shelved alphabetically by title.
    - DML 1<sup>st</sup> Floor Microforms (FICHE or FILM): all microforms are stored on the library's 1<sup>st</sup> (ground) floor, where a special reader/printer is available for using the microform collection. Don't be afraid to ask for help if you're unfamiliar with using the reader/printer!
    - DML 2<sup>nd</sup> Floor Newspapers: we keep anywhere from 2 to 12 months of our print newspapers, which are shelved alphabetically by title at the east end of the library's 2<sup>nd</sup> floor.
    - PLEASE NOTE: If you live more than 10 miles from the Lowell campus, you may request electronic delivery of articles physically available at the library -- use Interlibrary Loan to make your request (see below).

If it's not available through Regis, use **Interlibrary Loan** to request a copy from another library:

- From the library's main page, select the **Interlibrary Loan** option from the **Library Quick Links**
- Enter your RegisNET account to login, then fill in your personal profile (first time only).
- Fill in as much information as possible about the article (or book, etc.) that you want
  - TIP: if the citation's online, keep that window open so you can cut & paste the information into the request form – saves some typing!
- Use the interlibrary loan system to monitor your requests and review your request history
- Articles generally arrive within 2-4 days – when you're notified about an electronic delivery, you'll log into the interlibrary loan system to access your article for reading, saving, or printing. On the rare occasion that an electronic version isn't available, a paper copy will be mailed to you.

Questions? Ask a librarian: Stop by the desk, call us at 303-458-4031, or send an e-mail to [library@regis.edu](mailto:library@regis.edu). You can also use the library's 24/7 chat reference service -- just click on the **Ask Us!** button on the library's website. Remember, we're here to help!