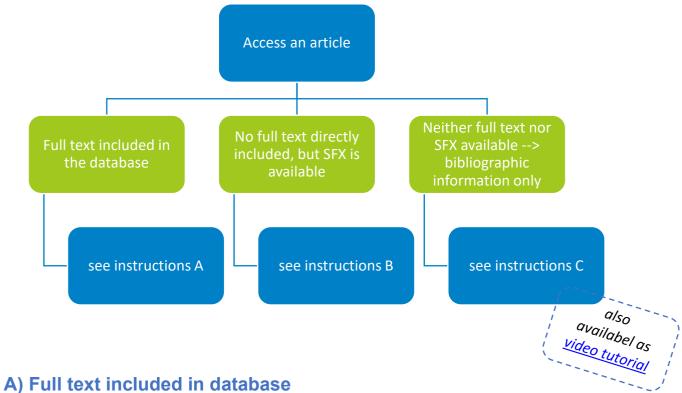
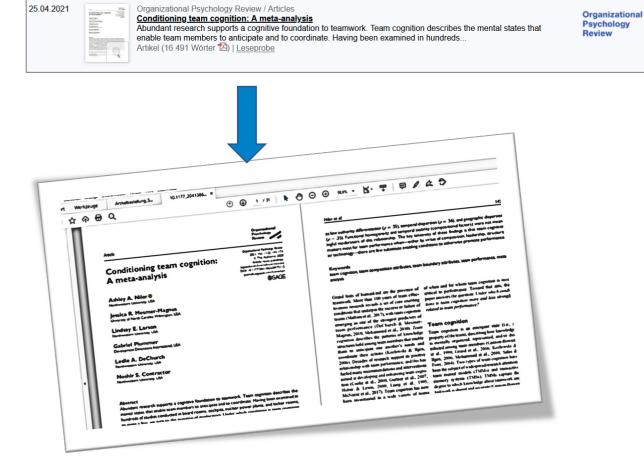


How do I get access to an article?



1.In some databases, e.g. WISO and partly in EBSCO databases, the full text is directly included and can usually be retrieved as PDF or HTML document.





B) No full text directly included, but SFX available

In many databases, only the reference to articles is included, but the full text is not.

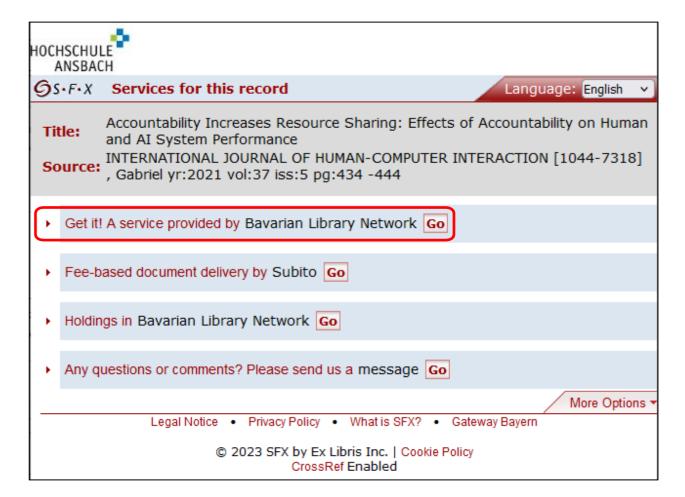
Example:



However, you can use SFX to check the availability of the item or order the item as an interlibrary loan copy.

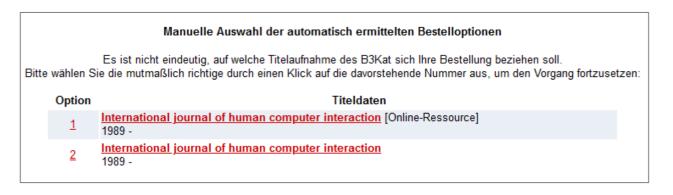
To do so, click the button.

- If online access is available, this click will take you to the relevant full text.
- If there is no online access to this full text in Ansbach, an ordering option is offered. Click on "Get it! A service provided by Bavarian Library Network".

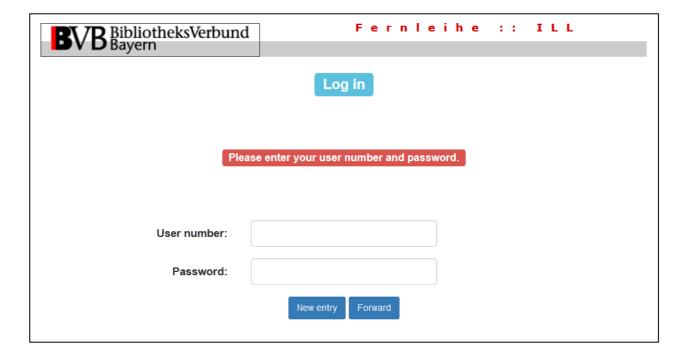




In some cases, you have to select the corresponding journal title. In this example, the online and print editions are displayed. Select the printed edition of the magazine:



Log in with the number on the back of your CampusCard and your associated password (if not already changed: date of birth in the form TTMMJJ).



For more information on the following order form, click here.

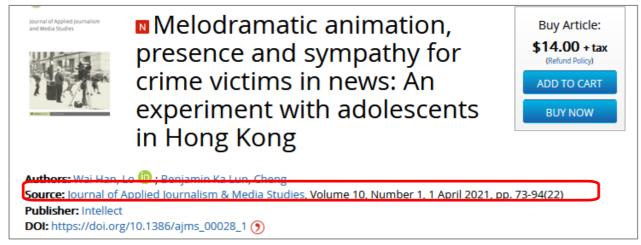


C) Neither full text provided directly, nor SFX but bibliographic information available that comes from another source, e.g. from a bibliography

auch als <u>Videoanleituna</u> verfügbar

1. If you search a database that does not include free full texts, you will usually find detailed information about the author of the article, the title, which journal published it, the year and the corresponding page(s).

Example:

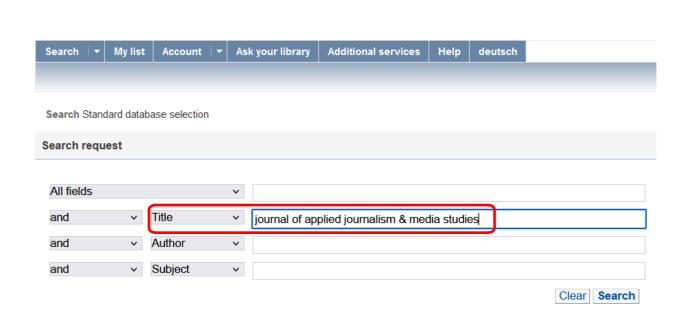


2. At first, check to see if the article is accessible in print or in electronic form through the <u>university</u> library.

This is done by searching the <u>catalog</u> for the title of the journal or the ISSN of the journal (but **not** the title of the article):

Katalog der Hochschulbibliothek Ansbach

Hochschulhibliothek Anshach

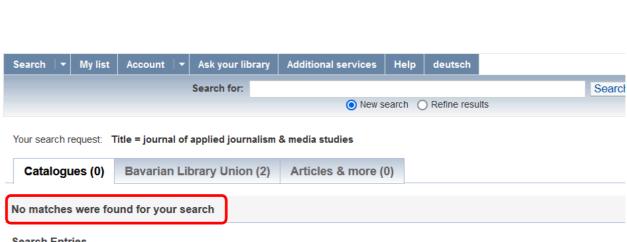




3. If the university library owns this journal in printed or electronic form, you will find information in the catalog where to find the journal in the library (shelfmark) or a link to the full text (some electronic journals might only be accessible in the university network). Otherwise you won't get a hit in the Ansbach catalog:

Katalog der Hochschulbibliothek Ansbach

Hochschulbibliothek Ansbacl



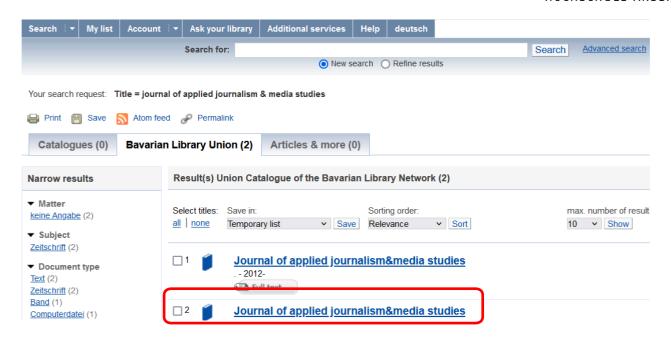
Search Entries

- Did you enter your search terms in the right search field?
- Did you truncate your search terms? Using the truncation symbol "*" you can replace any number of characters with the truncation symbol ' exactly 1 character.
- · Check your search terms and their spelling.
- 4. If the journal is not available in Ansbach, as in our example, switch to the "Bavarian Library Union" tab.

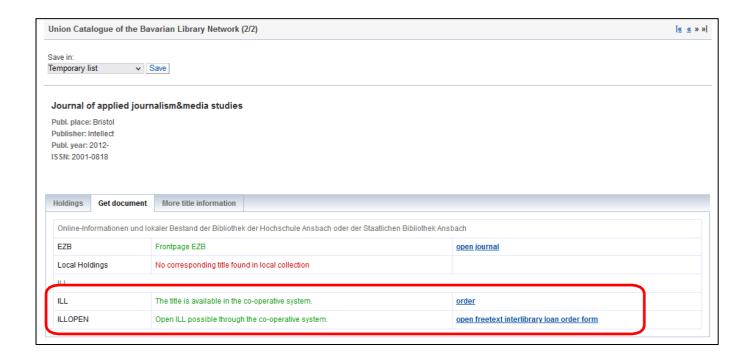
If too many hits are displayed there, you can switch back to the search mask and restrict the search there to "newspapers and journals" below the search fields. When searching, it can also be helpful to enter the title in quotation marks, i.e. "Journal of Applied Journalism & Media Studies" in our example – by entering the title in quotation marks, the search will look for exactly this sequence of words and thus reduce the number of hits.



5. In this example, you get two hits: the electronic edition (recognizable by the @) and the printed edition (recognizable by the symbol of a journal issue). Select the printed edition of the magazine.

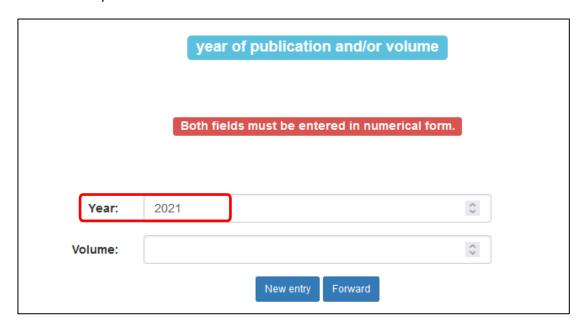


6. Click on the tab "Get document"to perform an interlibrary loan – if you are not yet registered in the catalog, you must now register via the "log in" link in the upper right-hand corner using your CampusCard and your associated password (if not yet changed: date of birth in the form DDMMYY).

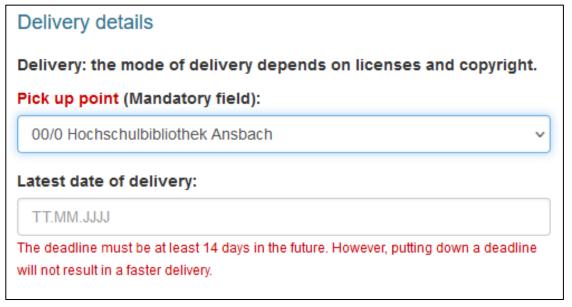




7. Now enter the publishing year of the article (this information is contained in the database or can be taken from the bibliographic data). The additional specification of the volume is not necessary.

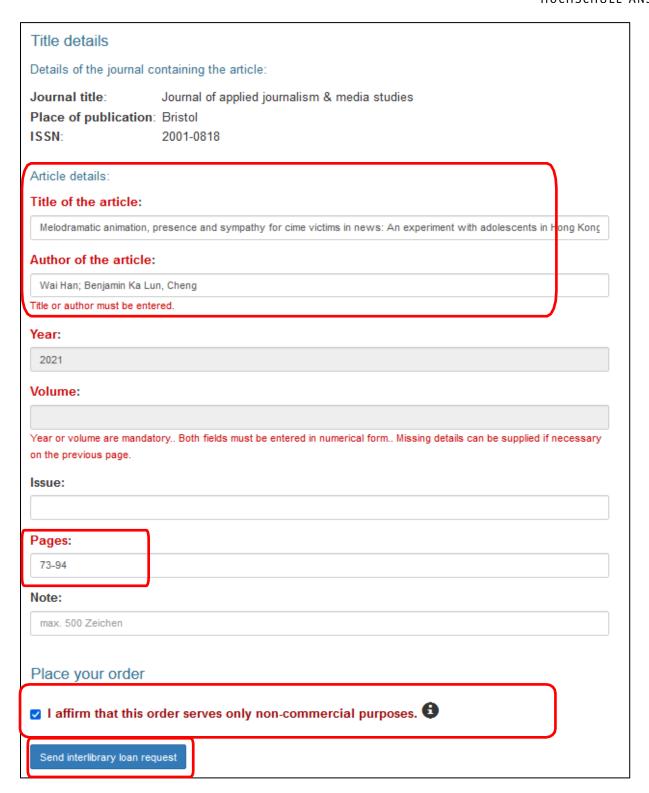


- 8. Now you can see the order form.
 - The pick up point is the Ansbach University Library by default. In most cases there will be delivery by e-mail.



- The information about the magazine has already been taken over, you still need to complete the missing information about the article. Mandatory fields: Title or author of the article, page numbers of the article (you have also found this information in the database/it is included in the bibliographic data).
- Confirm that the copies were used only for non-commercial purposes. Click on "Send interlibrary loan request" to finalize.





In most cases, delivery is made **directly to your e-mail address** as a PDF file. If this is not possible for copyright or licence reasons, you can collect the **print copy** during our staffed service hours.

Are you stuck at a certain point or do you have general questions about research, ordering items or using the library??

Just give us a call (0981/4877-431), drop by the library during our <u>opening hours</u> or send us an e-mail (bibliothek@hs-ansbach.de).