

Connecting to Full-Text While Searching Library Databases (CINAHL, Medline, etc.)

Find It@UTMB icons appear in the search results of all Library databases. This icon helps connect you to the electronic full-text subscribed to by the Library, regardless of the service.

- “Article” link connects directly to the full-text.
- “Browse” requires user to scan through a list to find full-text.
- “Browse Library Journal Stacks” provides access to information about our print subscriptions.
- ILLiad link available to request articles we do not own or to request copies from our collection. Once you login to ILLiad, the form will automatically be completed for you! (See ILLiad description below.)

Connecting to Full-Text When You Have a Reference (but are not in the middle of a search)

1. Connect to the Library home page (<http://ar.utmb.edu/library>).
2. Click on Our Journals (1st link under Quick Links).
3. Type in the name of the journal.
4. The Results tell you where we have full-text available.
5. In the results, “In Library Journal Stacks” gives information in our Library Catalog about our print subscription. The print journals are located on the 3rd floor, alphabetically by the journal title.
6. Online access may exist in multiple resources. Pay attention to the dates to pick the best match for your reference.

Requesting Photocopies of Materials Owned by the Library or Requesting Articles or Books NOT Owned by the Library

- The Library can make copies of items in the collection for 15 cents per page.
- The Library can get copies of items NOT in the collection through interlibrary loan (ILL). There is no charge for this service.
- ILLiad is the request system for photocopies or ILL.
- You must set up an ILLiad account. The Library does not automatically create accounts for students. Click the First Time Users link and complete the form.
- If you want the Library to make photocopies of material in the collection, you need billing information on file. If you request a copy of material in the collection, and no billing information is available, you will get an email rejecting the request. If you would still like the Library to make a copy for you, simply reply to the email indicating you will pay for any charges incurred.
- Most articles are delivered electronically. When a request is completed, you will receive an email prompting you to connect to your ILLiad account. Once you login to ILLiad, click View/Download Electronically Received Articles button in the Review Requests section of the page.
- Books and articles that cannot be delivered electronically will be held at the Circulation desk on the 2nd floor of the Library. You will receive an email notice to pick up the requested material.

How to Establish an ILLiad Account:

1. Connect to the Library's home page (<http://ar.utmb.edu/library>).
2. Click on "Get Copies of Articles or Books/ILLiad (2nd link in the middle, Services column).
3. Click the First Time Users Link.
4. Read the material about usernames/passwords and copyright and click the First Time Users Click Here button.
5. Complete the form to establish your account.

How to Request Articles through ILLiad

From Find It @UTMB:

1. Click on the ILLiad link.
2. Login with your ILLiad username and password.
3. The form is completed for you.
4. Click the submit button.

From ILLiad:

1. From the Library's home page, click on "Get Copies of Articles or Books/ILLiad (2nd link in the middle, Services column).
2. Login with your ILLiad username and password.
3. For Articles, click Request an Article (Photocopy) button.
For Books, click Request a Book button or Request a Book Chapter button.
4. Complete the form. Required information is designated in red.
5. Click the submit button.