

How to access documents

Journal and newspaper articles

If you have all the information you need (usually the following: author, title, year, journal, volume, issue, pages) about the article you want:

1. Go to the library's homepage and select Bibliotekets tidskrifter/Journal list.
2. Type in the name of the journal (note that hyphens in journal names sometimes must be replaced by spaces; e.g. "Journal-of-advanced-nursing" should be typed in as "Journal of advanced nursing") and/or ISSN (international standard serials number; this is not necessary if you have a correct journal name). Complete journal titles can be found e.g. here: <http://www.abbreviations.com/jas.asp>
3. Is the journal, including the volume and issue you need, in the list? If yes, select the alternative which suits you best:
 - a) The journal, including the issue you need, is available electronically: click the title (click the link "Remotely access [*journal title*]" if you are situated outside the university), proceed until you reach the article you want and print it if you like.
 - b) The journal, including the issue you need, is available electronically, but the title is not clickable: click the link to the database where the journal is available in full text, search for the article you want and print it if you like.
 - c) The journal, including the issue you need, is available in print in the library: go and get the issue, read or copy the article you want, bring the issue back to its place.
4. Is the issue of the journal you need unavailable? Ask for an interlibrary loan at the information desk (contact the library by e-mail if you like). Give us information about author, title, year, journal, volume, issue and pages. The normal fee is 40 crowns.

Books (including dissertations), reports and papers

If you have all the information you need (usually the following: author, title, year, journal, volume, issue, pages) about the book you want:

1. Go to the library's homepage and select Bibliotekets katalog/Library catalogue.
2. Type in the title of the book (if the title is rather unusual a few words from it may be enough) and/or the author's last name.
3. If you find the book in the catalogue: click the book title to see if the book is available and, if so, where/how. Examine the information about the book and select the alternative which suits you best:
 - a) The book is available in print in the library: note the shelf and place on the shelf (usually author or title; select Complete record if you are not sure). Go and get the book on the shelf.
 - b) The book is available in print but it has been borrowed by somebody else: make a reservation. You will be notified when the book is available in the library.
 - c) The book is available electronically: click the link (if necessary "Remote login") and read it or print it.
4. If you do not find the book: ask for an interlibrary loan at the information desk (contact the library by e-mail if you like). Give us information about author (if possible), title, edition (if there is such information) and/or the book's ISBN (international standard book number) as well as year, place of publication and publisher. Interlibrary loans are normally offered free of charge.