

## How to access documents

**In general:** Do not apply limits like "Linked Full Text" when searching databases. This reduces the number of documents found to less than the actual number of available documents. For more full text, see the following routes:

### **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 Tidskrifter och tidningar/Journals and newspapers.**
2. **Type in the complete name of the journal** (or an exact part of it) and/or ISSN (international standard serials number; this is not necessary if you have a correct journal name). If you only have the abbreviated journal name, you may find the complete name through the following websites:  
<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals> or <http://journalseek.net/>
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 (use your university login if needed), proceed until you reach the article you want and print it if you like.
  - b) 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? Try searching WorldCat Discovery (see the library homepage) and possibly Google/Google Scholar. If that does not give access to full text, 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 (no fee for staff for work-related purposes).

### **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 Bibliotekskatalogen/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 (this is possible through the catalogue by patron identity). 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").
4. If you do not find the book: try Google/Google Scholar, and, if needed, 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.