Screenshot Tips

Interlibrary Loan for an Article – Using See if we have FULL TEXT

You may want to read an article that is not available in a database or in print in the Cornette Library. The library may be able to help you with that problem.

You may ask the Interlibrary Loan Department (ILL) to request a copy of the article for you from another library. Often ILL can locate a copy at no cost to you. You will be notified in advance if the other library asks you to pay a fee.

Here is one way to make the request via a database search.

Example: You find an interesting article in a database. If the link Linked Full Text does not go to a free copy of the article, click on the link to See if we have FULL TEXT.
After clicking on the link **See if we have FULL TEXT**, you see that there is no online access to the article in a library database. Also, there is no link to the Cornette Library Catalog—it is not available to you in print.

To ask to get the article from another library, click on the link **Need an article not available in the Library or online? Use ILLiad.**
You will see the Interlibrary Loan login screen. If you have never used Interlibrary Loan, click on the link to **First Time Users**.

First time users will need to read the page about **Copyright Notice**. Next click on the button **First Time Users Click Here**.
First Time Users will then need to register to set up an account.

Your **Username** must be your *WT email address*. You may create your own password.

For **Authorized Users**, be sure to list every possible person who might pick up your article(s) for you from the ILL office. Articles may only be released to someone you have authorized!

You will be notified when your article is received. Articles may be picked up via the Cornette Library Reference Desk if the ILL office is closed. Some articles may be emailed to you.

After you have registered, you may use Interlibrary Loan by typing in your Interlibrary Loan Username and Password.
When using this feature through a database, you will see that most of the ILL request form is already filled out for you.

While you can add/change information, such as the *Not Wanted After Date*, you **must** allow **two weeks** to receive the article. However, you may get it much sooner than that.

To submit the ILL request, click the *Submit Request* button.

You will be notified when the article is available. Per the preference you set when you registered as a *First Time User*, you will be contacted either by WT email or telephone. You may then go to the ILL office to pick up the article, if the article cannot be emailed directly to you.

<table>
<thead>
<tr>
<th>Describe The Item You Want</th>
<th></th>
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<tbody>
<tr>
<td><strong>Journal Title</strong>&lt;br&gt;(Journal, Conference Proceedings) [Please do not abbreviate unless your citation is abreviated)]</td>
<td>Ear and hearing</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
<td>27</td>
</tr>
<tr>
<td><strong>Issue Number or Designation</strong></td>
<td>4</td>
</tr>
<tr>
<td><strong>Month</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Year</strong></td>
<td>2006</td>
</tr>
<tr>
<td><strong>Inclusive Pages</strong></td>
<td>430-</td>
</tr>
<tr>
<td><strong>ISBN/ISSN</strong></td>
<td>0196-0202</td>
</tr>
<tr>
<td><strong>Article Author</strong></td>
<td>Tharp AM.</td>
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<tr>
<td><strong>Article Title</strong></td>
<td>Auditory characteristics of children with autism.</td>
</tr>
<tr>
<td><strong>Not Wanted After Date</strong>&lt;br&gt;(format: MM/DD/YYYY)</td>
<td>04/20/2014</td>
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<tr>
<td><strong>Will you accept the item in a language other than English?</strong></td>
<td>No</td>
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<td><strong>If yes, specify acceptable languages in the notes field.</strong></td>
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<tr>
<td><strong>Notes</strong></td>
<td>Put any information here that may help us find the item, as well as any other pertinent information.</td>
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<td><strong>Where Did You Learn About This Item?</strong></td>
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<tr>
<td><strong>Whatever information you can give us will improve our ability to locate this item for you.</strong></td>
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<tr>
<td><strong>Where did you find this item cited?</strong></td>
<td>EBSCO CINAHL Complete(Via SFX)</td>
</tr>
<tr>
<td><strong>Examples are databases like Science Citation Index, FirstSearch (specify which database), or a specific journal or book.</strong></td>
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<tr>
<td><strong>Date of the work that cited the item.</strong></td>
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<td><strong>Volume number of the work that cited the item.</strong></td>
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<tr>
<td><strong>Pages where the item is cited.</strong></td>
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Another way to make an ILL request for an article is to go directly to the Request Form.

At the library home page [www.wtamu.edu/library/ → Selected Library Links → Interlibrary Loan Request Form](https://wtamu.illiad.oclc.org/illiad/logon.html)

You will login with your Interlibrary Loan username (WT e-mail address) and password. [https://wtamu.illiad.oclc.org/illiad/logon.html](https://wtamu.illiad.oclc.org/illiad/logon.html)
Click on the button to **Request an Article**.

Fill in the form and click the **Submit Request** button.

### Request Forms
- **Request an Article**
- **Request a Book**
- **Request a Book Chapter**
- **Request Other**

### Review Your Requests
- **View/Modify Open Requests**
- **View/Renew Checked Out Items**
- **View Request History**
- **View/Resubmit Cancelled Requests**

### Review Personal Information
- **Change User Information**
- **Change Password**
- **About ILLiad**

**Fields with an * are REQUIRED.**

- **Journal Title** *(Journal, Conference Proceedings) (Please do not abbreviate unless your citation is abbreviated)*
- **Volume**
- **Issue Number or Designation**
- **Month**
- **Year**
- **Inclusive Pages** *
- **ISSN/ISBN** *(Int. Standard Serial/Book No.) (If given will speed request processing)*
- **Article Author**
- **Article Title** *
- **Not Wanted After Date** *(format: MM/DD/YYYY)*
- **Will you accept the item in a language other than English?** Yes [ ] No [X]
- **If yes, specify acceptable languages in the notes field.**
- **Notes**
- **Where Did You Learn About This Item?**
  - Whatever information you can give us will improve our ability to locate this item for you.

  - Where did you find this item cited?
  - Examples are databases like Science Citation Index, FirstSearch (specify which database), or a specific journal or book.
  - Date of the work that cited the item.
  - Volume number of the work that cited the item.
  - Pages where the item is cited.