Scenario 1: You have a complete citation and want to obtain the full-text of the article


2. In the A-Z list “Find” box, type in the name of the publication that your article appears in.

You will get one of three possible results:

1. The name of the periodical you want is listed, one or more periodical databases is listed below the publication title, **and** the periodical is covered in the database for the date that you need (the dates of coverage are listed after the database name). In this case, simply follow the link into a database and follow on-screen prompts to get to the full-text of the article you are seeking.

2. The name of the periodical you want is listed, and one or more databases **may** be listed, **but** the dates of coverage don’t include the date of the article you want; however, a note shows that the periodical you want – and the date that you need – is in Maxwell Library’s print collection, housed on the first floor of the library. In this case, go to Maxwell Library and retrieve the periodical and article from the periodical shelves. If you are a faculty member, graduate student, distance learning student, or a student with disabilities, you can also request the item through MaxExpress (http://www.bridgew.edu/library/MaxExpress.cfm). MaxExpress is a service offered by the library that emails scanned copies of articles that are owned by Maxwell Library to individuals in the aforementioned categories.

3. Either the name of the periodical you are looking for is not listed, or any databases listed and/or the print collection do not cover the date you need. In this case, you can order the article through Interlibrary Loan (http://www.bridgew.edu/library/dds2.cfm).