

Locate your ARTICLE in Brepolis

Brepolis is available from on-campus computers only: www.anokaramsey.edu/library

- click “**BREPOLIS**” under the **Scholarly Journals** section
- Click the button “**Enter Databases**”
- Click “**IMB – International Medieval Bibliography**” to open the search page
- Your search results are “articles,” which may be book chapters or journal articles. **The full text of these books and articles is unavailable in Brepolis.** **NOTE:** To determine whether a Brepolis result is a book chapter or a journal article, you will need to check the **ISSN/ISBN** field in each of your Brepolis results. An ISSN has 8 digits, for example, 1234-5678, and refers to a journal article. An ISBN refers to a book, and is 10 or 13 numbers, for example 978-1-84383-436-6.
- Enter your search term(s) or author, then click the **SEARCH** button
- Click **VIEW SELECTION** button from the list of results
- **Keep this window open...**you’ll be referencing this page as you search the library’s Full-Text databases and/or to fill in the fields of the Interlibrary loan request form.

Search for books at other libraries & request with your photo student ID card

NOTE: To obtain your photo student ID card, stop by the information desk.

- To search for books in MnPALS, click “**Other Libraries and Collections**” at the top right of your screen. Select “MnPALS (All Libraries).” Perform your search. To obtain an item from a library other than the Coon Rapids Campus library, click “**ILL request**” and input your 14-digit barcode (located on your Coon Rapids Campus photo I.D.) and password (the first 16 letters of your last name or your entire last name). *Do not submit requests for electronic books as they are unavailable through Interlibrary Loan.*
- Click Logon. Select the ARCC campus to which you want your ILL request sent, and click “**Go.**” Read the copyright statement, and check the adjacent box. Hit “**Go.**” The library will call you when your ILL arrives.

Search for articles & request through ILL, by using your photo student ID card

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- To locate the full text for journal articles, please check the library's **JSTOR** or **EBSCO** databases and the library's print collection of journals. Links to JSTOR and EBSCO are on the library's homepage. To login to the databases from off campus and from the campus wireless system, you will need the 14-digit barcode from your Coon Rapids photo ID (begins with 2020...), and your password, which is your last name.
- If your journal article or book is unavailable in library databases, you may request it through InterLibrary Loan (ILL).
- From the ARCC library homepage (www.anokaramsey.edu/library), under **books**, click "**MnPALS**" to access your account
- Located at the top of the page click "**Your Borrowing Record**"
- Enter "**Your User ID/Barcode**" (14 digit number from back of photo student ID card)
- Enter your "**Password**" (your last name)
- Click the **LOGIN** button
- At your account page, click "**InterLibrary Loan**"
- Confirm the item will be delivered to ARCC-Coon Rapids Campus, click "**GO**"
- **IMPORTANT:** Before you begin to fill out the request form, determine whether you are requesting a **BOOK** or **ARTICLE**, by clicking the appropriate heading.
- Return to your BREPOLIS item and either "cut & paste" or type the information. Fill in as much information as possible. Missing or incorrect information may delay filling your request.
- Complete the form by checking the box indicating "I have read the above statement and agree to abide by its restrictions." Click "**GO**" to submit.
- You will get a confirmation message at the top of the page indicating your request has been submitted. You can check the status of your request at any time, by logging in to your MnPALS account and selecting "**Active ILL Requests**"
- Within 2-10 days you will get either an email or phone call to inform you that your item is ready for pick up at the library's circulation desk. In some cases, an item may come electronically to your "my.anoka.ramsey.edu" email account. So be sure to check this as well, including your "spam" folder.