Search BREPOLIS medieval database & Request materials through interlibrary loan (ILL)

Locate your ARTICLE in Brepolis

Brepolis is available on campus computers, or off campus using StarID and password to authenticate. www.anokaramsey.edu/library

- Click "**BREPOLIS**" under the **Scholarly Journals** section

- It should open up directly to the "**IMB – International Medieval Bibliography**"

- Your search results are going to be "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 the title to see more information about your resource.

- **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 using your Star ID and password
NOTE: To obtain your photo student ID card, stop by the information desk.

- To search for books in MnPALS, from our library homepage, click "**Books, DVDs, and CDs**" div bar (underneath the "My Library Account" button). Click the yellow "**Library Search**" button. For a book, you can copy the ISBN number from the article information in IMB. Type or paste the ISBN (search term) in the box. To obtain an item from a library other than the Coon Rapids Campus library, click "**Check for available services**" underneath the item title. Click the **Sign in** link. Click the **StarID** option. Input your StarID and password. *Do not submit requests for electronic books as they are unavailable through Interlibrary Loan.*

- Click **Request via Interlibrary Loan**. Review the form that autopopulates with the book information. Read the copyright statement, and check the adjacent box. Click "**Send Request**." The library will email you when your ILL arrives.

Search for articles & request through ILL, by using your StarID and password

- 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, you will need your StarID and password.

- Copy and paste the article title into the EBSCO searchbox. Click Search.

- Click the Access Options button if you see it. If your journal article or book is unavailable in library databases, you will see a link to request it that says, "**Link to request full text**".

- Click that link. It will take you to our Library Search. You should see a citation for the article.

- Click the **Sign in** link. Click the **StarID** option. Input your StarID and password.

- Click the link that says Request via Interlibrary Loan

- Review the autopopulated form for accuracy. Scroll down, read the copyright information and click the adjacent checkbox. Click "**Send Request**".

- If you don't find a citation for the article in EBSCO, try searching for it in JSTOR. If not found, you may use the blank ILL Request form to request the article.

- Click the ILL Request link at the top of the Library Search page.

- **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 to get specific information about your item. Either "copy & paste" or type the information about your item into the ILL Request form. Fill in as much information as possible. Missing or incorrect information may delay filling your request.

- Complete the form by checking the copyright agreement box indicating "I have read the above statement and agree to abide by its restrictions." Click "**Send Request**" 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 library account and selecting "**My 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 student email account. So be sure to check this, as well as your "spam" folder.