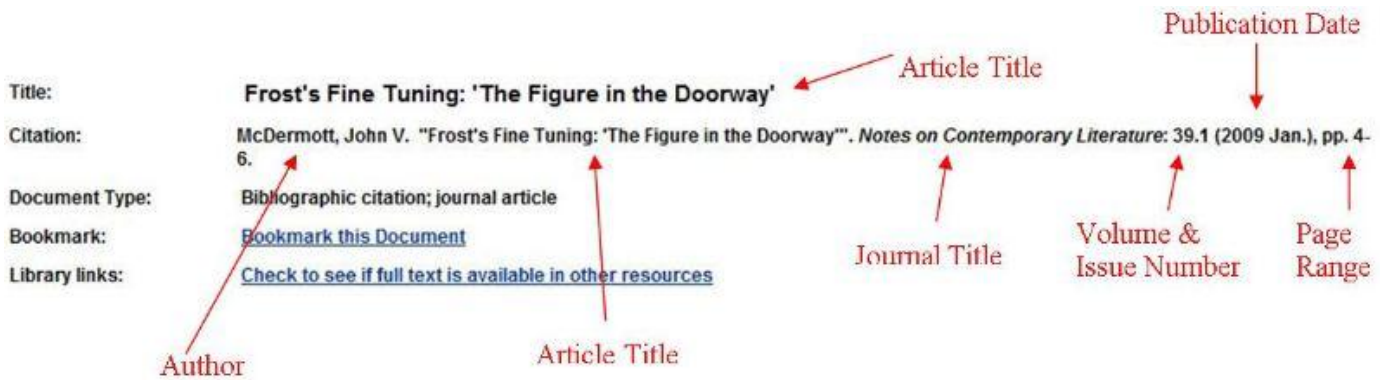


## Steps for Finding Full Text in the VC/UHV Library



1. Go to the library website: <http://vcuhvlibrary.uhv.edu/>
2. Click the "Search Journal Titles" tab
3. Type the Journal Title search box
  - a. Note the Publication Date. This information is necessary for finding the full text
4. Click Find
  - a. A new browser or tab will open with the search results
  - b. If results appear, go to step 5
  - c. If no results appear, fill out an InterLibrary Loan request form at <http://vcuhvlibrary.uhv.edu/ill/>
5. Find the exact journal title in the list
  - a. The resources that have access to the journal are found below the journal title.
6. Look under the "Online Coverage" column to find a resources that has electronic access to your article based on the dates
  - a. 01/2006-\_\_\_\_\_ means we have electronic coverage from January 2006 to the most current issue
  - b. 01/2006-12/2007 means we have coverage from January 2006 through December 2007
7. Click on the checkmark in the Full Text Access column to access the journal electronically.
8. If your publication date is before or after the online coverage dates, look in the next column for a checkmark in the Print Holdings column
9. Click on the checkmark in the Print Holdings column to find the print holdings for the journal
  - a. Print holdings mean you will need to come to the VC/UHV Library to retrieve the article

**If you have questions during the process, please call the Reference Librarian at 361-570-4166 or 1-800-687-5006.**