

## Getting Your Research Materials

You've found your sources in *New Testament Abstracts* and in the ATLA Database. Now you need to get a hold of them. Here's how to do it.

Check our library catalog online first ([www.scu.edu/library](http://www.scu.edu/library)).

1. Locate "OSCAR - Library Catalog" below the "University Library" logo, on the left. Select "Title" from the drop-down menu, and type your book or journal title in the window. Click the red arrow to the immediate right of your title.
2. Click on your title (sometimes, this takes a little drilling down if Oscar comes back with several similar titles), and identify where the book is. If it says Main Stacks, that's the basement of the library, and you can retrieve it yourself. If there's a red "Request from ARS" button, that's the automated retrieval facility; click on the button to order the book to Circulation. Enter your "Last Name, First Name" and hit the submit button. The book will be delivered to the shelf across from the Circulation Desk within a  $\frac{1}{2}$  hour and held there for 24 hours.

If our library doesn't have the:

Book		Journal Article	Chapter in Book
<p>1. Click on the "Search Link+ button."</p> <p><i>If the title shows up</i></p> <p>2. Click on the title. You'll see a full record of the book with links beneath indicating how many Link+ libraries have the book, and another link reading REQUEST ITEM. Click on REQUEST ITEM.</p> <p>3. Select "Santa Clara Univ" (not Santa Clara City Public!) from the drop-down menu for the various institutions in the Link+ consortium (they need to know which one you're affiliated with).</p> <p>4. Type your full name as it appears on your Access card and the barcode on the back, starting with 25098... (not the same as your student ID # on the front); hit submit (or the enter key); now the Pickup institution should automatically read "Santa Clara Univ" and the Pickup location should automatically read "Orradre Circulation Desk" (the circulation desk in the library).</p> <p>5. Hit the Submit button. You'll receive an email to your scu.edu account when the book arrives (3-7 days).</p> <p><i>N.b. LINK+ and Interlibrary Loan books are due sooner than SCU books, and there are stiff fines if you return them late.</i></p>		<p>1. Go to <a href="http://www.scu.edu/library">www.scu.edu/library</a>.</p> <p>2. In the lower navigation menu that runs horizontally across the page, scan the "Our Services" menu (second from the left) to find "interlibrary Loan &amp; LINK+" and click on that link.</p> <p>3. If you don't yet have an Inter-library Loan Account, create one and log in (the system is called ILLiad).</p> <p>4. In the New Request area, click "article."</p> <p>5. Fill in the fields with the bibliographic information for the article.</p> <p>6. Hit the submit button. You'll receive an email when the article comes in alerting you to login to your ILLiad account to view the article. Go to View: Electronically Received Articles, and you'll see it there. This process usually takes about 3-7 days. The articles are provided free of charge.</p> <p>7. Repeat for each of your other sources.</p> <p><i>Remember: Some articles are available online from the ATLA database, and others may be in journals that our library carries electronic subscriptions to. In both cases, you can read the article from the comfort of your computer, on campus or at home.</i></p>	<p>Same directions as for a Journal article, but at step 3, click on "a chapter in a book" instead of "a journal article."</p>
<p><i>If the title doesn't show up:</i></p> <p>2. Go back to <a href="http://www.scu.edu/library">www.scu.edu/library</a></p> <p>3. In the lower navigation menu that runs horizontally across the page, scan the "Our Services" menu (second from the left) to find "interlibrary Loan &amp; LINK+" and click on that link.</p> <p>4. If you don't yet have an Inter-library Loan Account, create one and log in (the system is called ILLiad).</p> <p>5. In the New Request area, click "book."</p> <p>6. Fill in the fields with the bibliographic information for the book; in the "cited in" field, type in that you were unable to locate the book in LINK+ (this saves the Bronco Express staff a step).</p> <p>7. Hit the submit button. You'll receive an email when the book arrives, usually 2-3 weeks.</p>			

[Click here for a link to the Library and Learning Commons Services Update - COVID-19: Scanning Service](#)