1. Find citation, using a database or index.
2. Determine whether you’re looking at the record for
   a. An essay in a book. If the record for an essay in a book, then search the SPU Discovery System (set to SPU Library + Summit) for the book and either pull off the shelf at SPU or Login and Place Summit request (or, IF necessary, Request Interlibrary Loan from within Libraries Worldwide).
   b. An article in a periodical (journal, magazine). If the record for an article in a periodical, then follow the remaining steps below:

Immediate Access (Available via the SPU Library or the Internet)
3. Look for an image indicating the presence of full-text.
4. Check For Full Text = search for the periodical containing an article in the SPU Discovery System. Should this link fail you, it is the equivalent of the following Advanced Search for the journal title in the SPU Discovery System:

   ![Diagram of SPU Discovery System search interface]

   This will tell you if the Library subscribes to or holds the periodical (and which years of it) in
   a. Electronic form (cf. the Advanced Search area of the Discovery System),
   b. Print (Library, Lower Level, alphabetically by title), or
   c. Microfilm (Library, Lower Level, between restrooms). To procure copy, place a Microfilm Reprint Request (http://spu.edu/library/services/interlibrary-loan/microfilm-reprint-request).

5. Look for the periodical homepage over the Internet. Some respectable journals make at least some back issues available at no charge from their own websites.

Access within 1 day (Available via a Seattle library)
6. Consult the catalog of another library here in Seattle. It may be that you can get what you need in an hour or so by making a quick trip across town.

Access within 3-21 days (Available from another library)
7. Request via Interlibrary Loan = Request the article or essay via InterLibrary Loan. To do this, click within the database on Request via Interlibrary Loan or proceed to http://spu.edu/library/services/interlibrary-loan. While most items requested via InterLibrary Loan come within a few business days, you should allow as much as two or even three weeks for the ILL process.