Getting What We Don't Have: Research Articles, Delivered by Email

Hard as it may be to believe, the Cornell University Library system does not have everything.

If you need a research article and we do not have it here at Cornell, you can request it through interlibrary loan. It is also possible to be get articles from libraries off of the main Ithaca campus (i.e. at the Library Annex). **In most cases, articles will be scanned and delivered to you by email within a few days.**
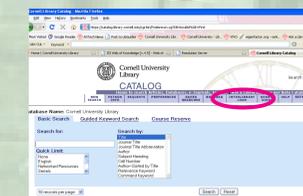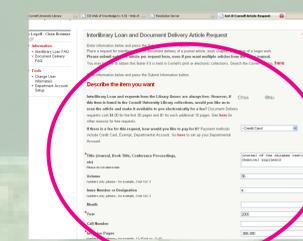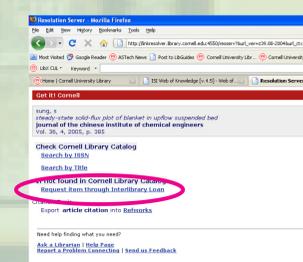
Just follow these steps:

1.) Articles within Compendex, Web of Science and other databases should offer a button saying **Get It Cornell**.

2.) If there is no full text access, that means we do not have a subscription to that journal, at least not online (the library may still have the journal in paper).

3.) Follow the link marked **"Request Item Through Interlibrary Loan."**

4.) You will be prompted for your NetID and password. The first time you use the system, you will be asked to fill in some basic personal information (i.e. name, email, address, etc.). **When asked to pick a "Processing Unit" from the drop-down menu, choose Olin Library.**

5.) Next, you will be taken to a web form. Depending on the database, it may fill in with the citiation information, or else you may need to fill in the form yourself. Check over it to make sure it is correct, then hit **"Yes, Submit Request"**

There is also a space in the form to fill in a credit card number. **You DO NOT need to fill this in, unless you want to request articles from paper journals in on-campus libraries. See "Is This Free?" at right.**

6.) By clicking on "**Interlibrary Loan**" on the Catalog page (**catalog.library.cornell.edu**), you can view your outstanding requests. Clicking on each individual request will bring up a page giving the status.

7.) You will most likely receive a scan of the article you have requested within 3-6 business days.

Is This Free?

There is **no charge** for retrieving articles:
  - Not held by any Cornell library
  - Held at the Library Annex
  - Held at the library of the Weill Cornell Medical College
  - Held at the Geneva Experiment Station

You will be charged if you request retrieval of articles held "in paper" by an on-campus library (i.e. Olin, Uris, Engineering, etc.).

For each requested article from on-campus libraries, the charge is $4.00 for the first 30 pages and $1.00 for every 10 pages thereafter.

If you do not wish to be charged, then make sure the article you are requesting is **not available** on campus (and do not submit your credit card info). Library staff will be happy to help you verify this (**engrref@cornell.edu**)