

MORE ARTICLES

How to Request an Article Copy



There are two ways to make a request

1 AUTOMATIC FORM COMPLETION

Our recommended method is automatic form completion. These are likely to be processed most rapidly.

Find your item on **LibrarySearch** using the **advanced search** and fill out as much detail as possible.

Use as much information as you have e.g. Author(s), Article Title, Journal Title (Source), ISSN.

Advanced Search

Operator	Search Index	Search Term
AND	Keyword	
AND	Accession number	
AND	Author	
AND	Author Phrase	
AND	ISSN	
AND	Journal Source	
AND	Journal Source Phrase	
AND	Keyword	
AND	Subject	
AND	Subject Phrase	
AND	Title	
AND	Title Phrase	

Operator	Search Index	Search Term
AND	Journal Source	Personal computer world
AND	Title	Harry Potter and the order of the phoenix
AND	Author	

[Add row](#) [Clear](#) [Search](#)

Use the Search Tools below the main search box to set the Format to Article and put in a year.

Search Tools

- Only return peer-reviewed articles
- Open Access
- Group related editions

Format:

Year: through
e.g. 2010

Choose the blue **Search** button.



If we own it, you should be directed to the item:

Sort: Best Match ★ Saved Items (0)

[Group This Search](#)

- Group Related Editions

Library

- Libraries Worldwide
- Oxford Brookes University
 - Harcourt Hill
 - Headington Library
 - Swindon Library

1

[Cite](#) [Share](#) [Save](#)

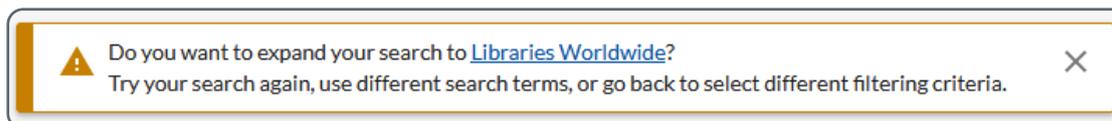
Harry Potter and the order of the Phoenix

Authors: [JK Rowling](#)

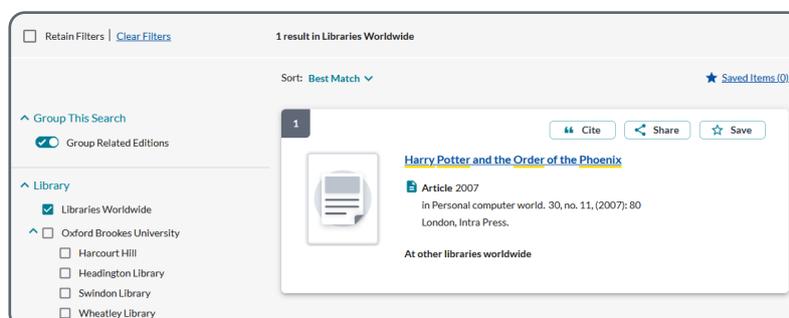
Print Book 2010, ©2003
Vancouver, BC.: Raincoast ; London : Bloomsbury, 2010, ©2003.

Summary: When the government of the magic world and authorities at Hogwarts School of Witchcraft and Wizardry refuse to believe in the growing threat of a freshly revived Lord Voldemort, fifteen-year-old Harry Potter finds support from [Show More](#)

If we don't own it, and your search was specific enough, you will see this message

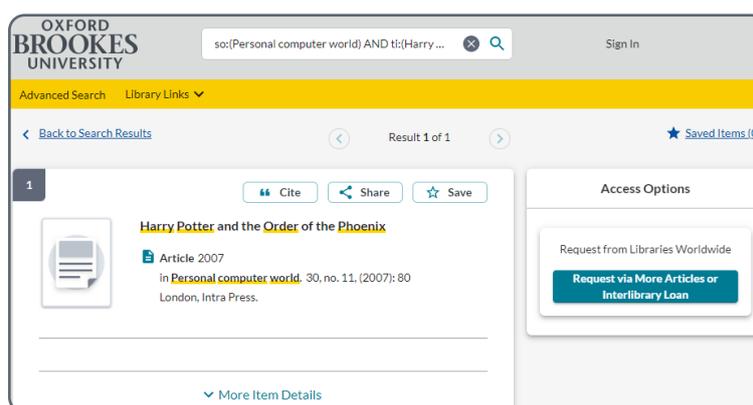


Select the link **libraries worldwide**. This will search for your item in other libraries



Check the results and select the title of the article you want.

Look in Access Options and choose the **“Request via More Articles or Interlibrary Loan”** button. Sign in using your Brookes login if prompted.



LibrarySearch will automatically enter the item and person details for you. You need to:

- Choose your faculty or department from the drop down
- Place a tick in the copyright declaration box

Submit your request to complete the process



Known issues

If we own any part of a journal print run and you want an article from the same journal, the Request via More Articles or Interlibrary Loan button may not show, even if we do not provide access to this article.

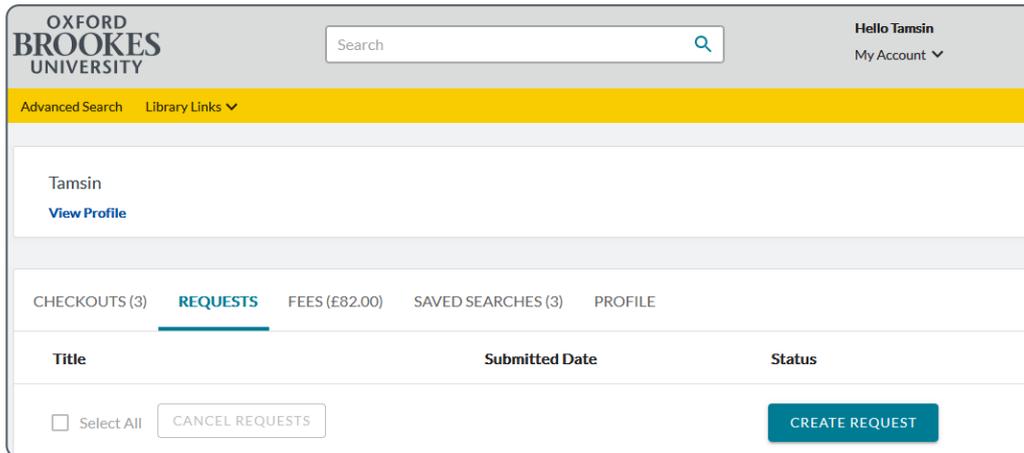
It is possible that very obscure items may not appear in the Libraries Worldwide search.

In these situations you can use manual form completion.

2 MANUAL FORM COMPLETION

Sign in to your account in **LibrarySearch** and choose the **Requests** tab.

Open an empty request form using the **Create Request** button.

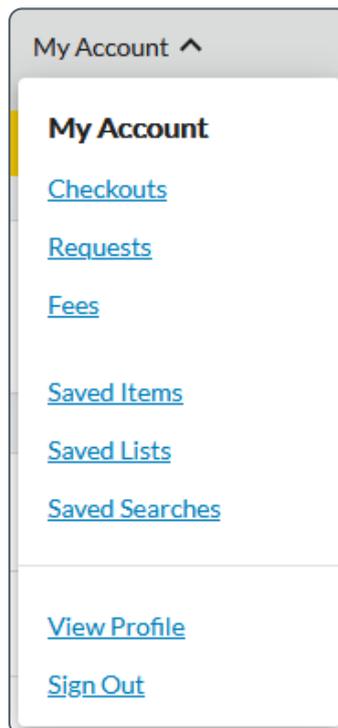


You will need to complete as many sections of the form as you can. (We recommend using the **LibrarySearch** page to copy over the item details.) Manual forms are likely to be processed less quickly.

WHAT NEXT?

You can view your loan requests in the **Requests** tab of your **LibrarySearch** account.

Click on **My Account** in the top right and choose **Requests**.



For electronic articles a link to the supplied article can be found in **your Requests tab**. You will also receive an email containing a link to the article.

Please note to comply with copyright this link will only work three times and will expire within 30 days. It is recommended that you download the pdf and/or print the article for private study.

If for any reason the item cannot be obtained or the request is cancelled we will email you. Please contact interlibraryloans@brookes.ac.uk if you have any questions about your More Articles request.