

# MORE ARTICLES

## How to Request an Article Copy



There are two ways to make a request

## AUTOMATIC FORM COMPLETION

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

1. 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.

### 1 Advanced Search

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

### 2 Advanced Search

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

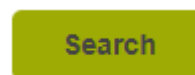
☐ Open Access

☒ Group related editions

Format  
Article

Year  
2007 through  
e.g. 2010 Optional

Choose the green **Search** button.



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

### Current Search

ti: (Harry Potter and the ... » 4 results in Oxford Brookes University

☐ Keep selections for subsequent searches

### Refine This Search

Sort by  
Best Match

☒ Group related editions

Library

- ☐ Libraries Worldwide
- ☒ Oxford Brookes University
  - ☐ Harcourt Hill
  - ☐ Headington Library
  - ☐ Swindon Library
  - ☐ Wheatley Library

1.  **Harry Potter and the order of the Phoenix**  
by J K Rowling  
Print Book 2010, ©2003 | [Explore all editions & formats](#)  
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... [Read More](#)

Held by Oxford Brookes University

✓ Available Harcourt Hill Long Loan  
School Experience Centre - Children's Book 823.910834 ROW

[Cite](#) [Link](#) [Email](#) [Save](#)

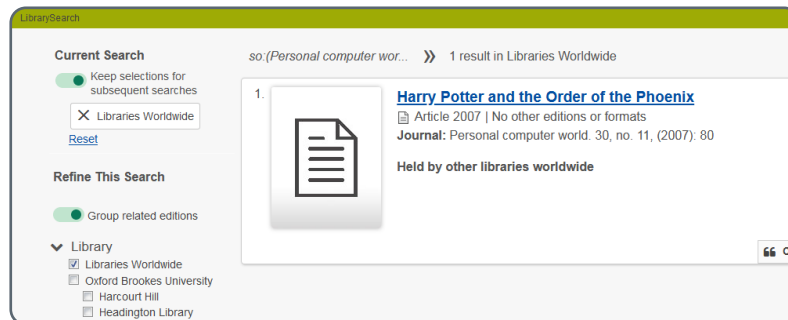
2. [BOOKS - Harry Potter and the Order of the Phoenix](#)



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

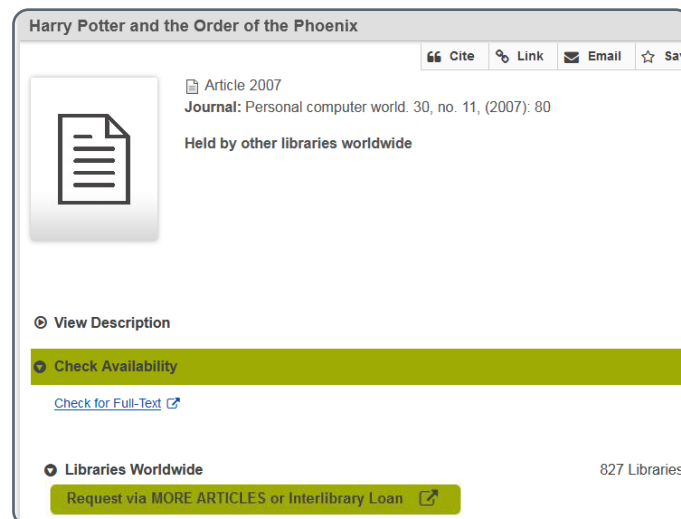
**!** Do you want to expand your search to [libraries worldwide](#)?  
Try your search again, use different search terms, or go back to select different filtering criteria.

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 Check Availability and choose the **“Request via MORE BOOKS 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 add:

- Students, choose **“Students – free loan via More Books+Articles”**
- Everyone must place a tick in the copyright declaration box
- Staff and researchers must enter fund codes and faculty
- (Optional) Enter book section details, if you just want a copy of one part

Submit your request to complete the process

**Submit Request**

## Known issues

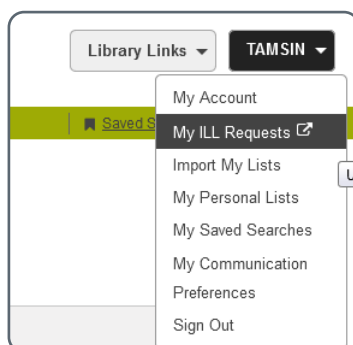
If we own any part of a journal print run and you want an article from the same journal, the Request via MORE BOOKS or Interlibrary Loan button may not show, even if we do not provide access to this article.

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

In these situations you can use manual form completion.

# MANUAL FORM COMPLETION

Sign in to your account in **LibrarySearch** click on your name in the top right and choose **My ILL Requests**.



You will see a **Create Request** button that will open an empty form for you to fill in.

Account Details - TAMSIN

**Interlibrary Loan Requests**

**i** Your library allows 25 active interlibrary loan requests at a time. If you have reached this limit, you will be unable to

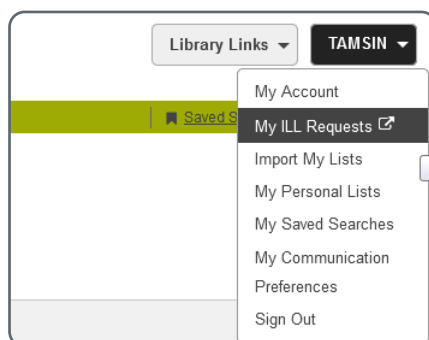
**Create Request**

Request ID	Title	Status
<a href="#">198189133</a>	<b>The sunshine boys : a new comedy /</b> by Neil Simon Book	Complete
<a href="#">198188977</a>	<b>Journal of scientific instruments.</b> Sunshine recorder by & Negretti	Link expired

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 **My ILL Requests** section of your **LibrarySearch** account.



For electronic articles a link to the supplied article can be found in **My ILL Requests**. 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.

For books or print copies you will receive an email from us when the item is ready to collect from your Library staff.

If for any reason the item cannot be obtained or the request is cancelled we will email you. Please contact **[interlibraryloans@brookes.ac.uk](mailto:interlibraryloans@brookes.ac.uk)** if you have any questions about your loans.