

ACCESSING ONLINE JOURNALS

Online journals are available from many different sources. Access to some journals is available through the OhioLINK Electronic Journal Center. Access to others is available through the Mulford Library directly from the publishers or from an aggregate source such as MD Consult or ProQuest.

General Information

If assistance is needed, ask a library staff member or contact Mulford Reference Assistance at 419-383-4218, MulfordReference@utoledo.edu or via chat reference from the Ask a Librarian link on the Library web page (<http://www.utoledo.edu/library/mulford/resources.html>).

Issues of Access

There are a few things to keep in mind with regard to online journals. First, while many journals are being made available online, not all titles are online. Second, the Library has access to many online journals, but we do not have access to all of them. Finally, some of the online journals to which we subscribe have access limitations; you might need a password, might need to come to the library to access them, or you might have to ask for an article from a library staff member.

There is no consistent format for publisher Web pages. Typically, however, sites provide search and/or browse options to identify the articles of interest. Once the desired article has been located, you may be presented with a variety of viewing options. If you are given a choice, select *PDF* (also called *Portable Document Format*, *Adobe Acrobat Reader*, or *Reprint Format*). Articles in PDF are easily read and printed.

Determining Online Journal Availability

There are a number of ways of determining if a journal is available online.

University Libraries Catalog	The best method is to do a title search for the title of the journal in the University Libraries Catalog, our online catalog (http://utmost.ci.utoledo.edu/search). If we have online access to the journal, there will be a link (or links) to the full text of the journal. <i>Because the Library is continually adding new online journals, the University Libraries Catalog is the best place to begin because it is the most up-to-date source for our online journals.</i> If the journal of interest is not in the University Libraries Catalog, check the OhioLINK Catalog as well. Please note that even though there may be a link to the full text of a journal from its record in OhioLINK, we at the Mulford Library may not have access to it. For more information, please contact Mulford Reference Assistance (see above).
List	On the Library's home page, there is a link for Online Journals . The link will then take you to a listing of the online journals the Mulford Library subscribes to. You can access any of the listed titles by clicking on the title.
Databases	In many of the Library's databases, there will be links to determine if the article is available online. Look for links that read "Find It!", "Find a Copy", or "OLinks." For more information, consult the online help sheet (http://www.utoledo.edu/library/mulford/education/format.html) for the database of interest.

Online Journal Hints

When using the University Libraries Catalog to access online journals:

- Check the **Lib Has** statement on the journal's record. It will tell which years/volumes/issues are online.
- Jot down the username and password if they are presented. Some online journals do not ask for the password until you are accessing the article.

