

Quick Guide to Journal Articles and Getting Books

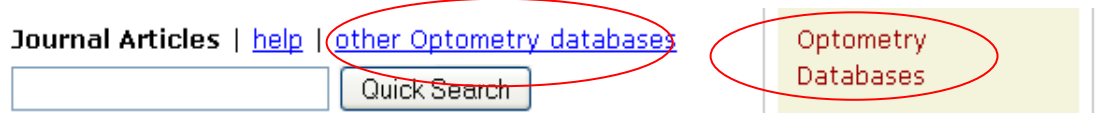
GETTING JOURNAL ARTICLES

When you have a citation for a journal article:

1) With an abbreviated journal name only, obtain the full name for a PRIMO search

a) Go to PubMed's Journals Databases to find the complete journal name.

i) From the Witer Learning Resource Centre (WLRC) home page, look for the link for the Optometry Databases.



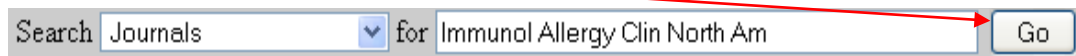
ii) You will arrive at Research Databases (Search for Journal Articles) page. Look for the PubMed link.



iii) Once in PubMed, look under the **More Resources** to choose Journals Database link.



iv) Type in your abbreviated journal name and find the full journal name and then press "Go"



2) Look for the details of the journal in PRIMO

a) Sign in to your e-Shelf Account first. Look for this section of the PRIMO page to sign in.

e-Shelf Account —

[Sign in](#) for full access

b) From PRIMO's Basic search, type in details making the search quick and efficient. For example (areas indicated by red stars in diagram below):

- i) type in the journal's full name,
- ii) choose "Journals"
- iii) choose "Title"
- iv) press "Go"

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Basic Search

Search terms: ★ clinical and refractive optometry | Combine Search Terms ?

Look for: ★ Journals | containing my search terms in the | title ★

In: Guelph / Laurier / Waterloo

★ GO >

c) **If journal exists in PRIMO,**

- i) Look for its location in the library by referring to its call number, that corresponds with the physical placement on the shelf and which library.

1



Clinical and refractive optometry. ★

(View details)

Montréal : Mediconcept 2003-

University of Waterloo Library UW Optometry. Current/Bound Periodicals (RE939.2 .P72x)

Add to e-Shelf

All Locations

- This journal can be found in the Wlter Learning Resource Centre (UW Optometry) from 2003 onward. The call number is RE939.P72x

- ii) Look into the **details**, to see more information. Click on the “**(View details)**” under the title.

Clinical and refractive optometry.

(View details)

(as starred above).

University of Waterloo Library UW Optometry. Current/Bound Periodicals (RE939.2 .P72x)

Add to e-Shelf

Subjects: [Optometry – Periodicals](#) ; [Eye – Diseases – Periodicals](#)

Publisher: Montréal : Mediconcept

Related Titles: Earlier Title: [Practical optometry](#)

Language: English

Creation Date: 2003-

Format: v. : ill. ; 28 cm..

Identifier: ISSN1705-4850

[More bibliographic information in TRELIS](#)


[Request an article via TUGDoc](#) ★

[Give me a text URL to this item](#)

Availability and locations in University of Waterloo:

Available: ● [University of Waterloo Library UW Optometry. Current/Bound Periodicals \(RE939.2 .P72x\)](#)

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iii) If the item is not available at the UW Optometry (WLRC) then request it through the TUGDoc option.  [Request an article via TUGDoc](#) as seen above (with a star).

d) **Not found at WLRC but through TUG.**

- i) Once you have clicked on the “**Request an article via TUGDoc**” then fill out the request.
- ii) Start by placing your WATCARD or library barcode number with your last name in lower case letters in the screen provided

Your library bar code number:	<input type="text"/>
Your last name:	<input type="text"/>
<input type="button" value="I agree -- continue"/> <input type="button" value="I disagree"/>	

- Click “**I agree – continue**”, after reading details.

- iii) Then select the specific volume that contains your article and click “**Select from this list**”.
- iv) The following page will then request the details of the article.

TUGdoc journal article delivery service

You have chosen: **Clinical and refractive optometry.**
v. 20, no. 4 (2009)
[back to the holdings list](#)

What article would you like us to print?
You must complete • fields marked in red / with a bullet.

• **Author of the article**

• **Title of the article**

• **Pages** from to

Your request will normally take three business days, but could take longer.
We need an **expiry date** for your request.

• **You will not need this article after** e.g. 01 JAN 2001 ([pick a date](#))

• **Tell us where to send the article**

Special instructions:

Enter any additional information that may help us find the article. If you have not selected a **specific issue**, please tell us which issue has your article.

If you have requested **off-campus** delivery, please provide your full



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- Fill in the parts that are in red. When choosing where to have the article sent, choose the UW Optometry = Witer Learning Resource Centre from the drop down menu (located by the red star)
- v) Lastly, submit your request by clicking on [send your TUGdoc request](#) [cancel](#)
- You will receive an email notice when the article has been shipped from its location – it will then take approximately 1 to 3 business days before the article is delivered to your campus mailbox.
- e) **Item does not exist in PRIMO, order through RACER**
- Spell the information correctly
 - Refine the results, as much as possible (look on the left side of results for suggestions).
 - After several tries and the item is not in PRIMO, go to RACER.
 - How to get to RACER**
 - Go to the University of Waterloo library home page.
 - On the left you will see Services and under this option there is a link to the RACER (Interlibrary Loan page).
 - Log in with your library bar code and your last name.
 - Once logged in**
 - You come to a page that looks like the following:

Search / Advanced Search

RACER

Search

Standard Search
Advanced Search
Search History

Results

Search Results
Sort Options
Merge Duplicates
Filter Options
Search Status

My Account

Saved List
Sign In

Contact Us
Help

Terms of Use
Privacy Policy

funded & supported by

Choose a field name (e.g., title, any) and the word or phrase you want to search (e.g., dickens, "black holes"). Use AND, OR and AND NOT to combine or limit the search terms and make the search more specific.

Field	Search Term	Operator
Title/Titre	Ophthal Plast Reconstr Surg	and
Author/Auteur		and
Subject heading/Sujet		

RESET

Limit results by date:

All years

Specific year: YYYY

Range of years from: YYYY to YYYY

Format(s): [click to scroll list of options](#)

Language(s): [click to scroll list of options](#)

Records per page: 10

GO!

Standard Search

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- (b) In the title field, place the journal title, not the article title.
- (c) Further down the page choose a **profile**. Suggestion: start with the Ontario Universities focusing on Medicine, if the journal has to do with health. If nothing is retrieved through that option, choose the Canadian Universities. Likewise if there are no results then proceed to the Research library; then the National library; then the USA catalogue; and lastly the International catalogue to find the item.
- (d) Try each set of libraries or catalogue or option, separately.

(3) Results are found

- (a) Once your item is found, the results will look similar to this image.

RACER

Search
Standard Search
Advanced Search
Search History

Results
Search Results
Sort Options
Merge Duplicates
Filter Options
Search Status

My Account
Saved List
Sign In
Contact Us
Help

Results / Search Results

Search Results

Get More Hits

Search for Title/Titre Equal/Égal Word "Ophthal" and Title/Titre Equal/Égal Word "Plast" and Title/Titre Equal/Égal Word "Reconstr" and Title/Titre Equal/Égal Word "Surg" in [Toronto](#), [Western](#), [Queens](#), [Lakehead](#), [McMaster](#), [Rverson](#), [Laurentian](#), [Trent](#), [Ottawa](#), [TUG \(Guelph](#), [Waterloo](#), [Wilfrid Laurier](#)), [UOIT](#), [NOSM East](#), [NOSM West](#).

1. **Ophthalmic plastic and reconstructive surgery [electronic resource]** Format: Print Journal HTTP

Date: 2000 Collection: NOSM East

Save Details **Get it!**

Status:	Total Hits:	Total Returned:	Duplicates:
Search Complete	1	1	0

Search complete? No results? [Try the following.](#)

(4) Details on the journal

- (a) When you click on the title (example in red above) you go to a page of details about the journal (as below). You ought to check the journal details to see if the years available are what you require.
- (b) At the top of the page (below) there is a Get it! icon as there is above in the Results page
- (c) Click on the Get It! icon and begin to fill out the form

Record Details

Record 1 of 1
Collection: NLM

Save **Get it!**

Title: **Ophthalmic plastic and reconstructive surgery.**

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(e.g. 09 APR 2005)

Special Instructions:

Location:	Call Number:	Availability:
NOSM Library (Laurentian Campus) Online	OSM ONLINE NOSME	Available

'Pickup Location: Waterloo Optometry LRC

Charges may apply.
Please refer to your library's [ILL policies](#) regarding possible fees and restrictions.

- (d) Then press the submit button (at the end of the page) and you will be asked about your usage of the material and to acknowledge the copyright law. Once "accept" has been pressed, you will receive a receipt number (as below). It is advisable that you keep the number until you receive what you are requesting, just in case there are questions in the future.

RACER *Create Request / Result*

Search
[Standard Search](#)
[Advanced Search](#)
[Search History](#)

Results
[Search Results](#)
[Sort Options](#)
[Merge Duplicates](#)
[Filter Options](#)
[Search Status](#)

My Account
[Saved List](#)
[Saved Searches](#)
[Blank Request Form](#)
[My Requests](#)
[Search Profiles](#)
[Account Details](#)
[Sign Out](#)

[Contact Us](#)
[Help](#)

New Request

Your request has been successfully submitted.
The system has assigned an id of **5696213** to the request.
Use the [My Requests](#) option to track the status of this request.

Request Details

-- COPY Request --

Request Number: 5696213
'Title of Paper: Ocular manifestations of long-term mascara use
'Author of Paper: Ciolino JB, Mills DM, & Meyer DR
'Title of Journal: Ophthalmic plastic and reconstructive surgery
'Volume/Issue: 25
'Date Part Published: 2009;
'Pages (e.g. 2-16): 339-341

Further Information

'Item not needed after: 28 Mar 2010

- (e) It will take 5-10 days from the time the request is submitted for the item to arrive.

- (6) FINAL NOTE: If you have not found any institute which may have your item, you can fill out the RACER "**Blank Request Form**" found in the left navigational bar on the home page (see pic below) and submit the form (as seen above.)

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RACER

Search

- [Standard Search](#)
- [Advanced Search](#)
- [Search History](#)

My Account

- [Saved List](#)
- [Saved Searches](#)
- [Blank Request Form](#)
- [My Requests](#)
- [Search Profiles](#)
- [Account Details](#)
- [Sign Out](#)

[Contact Us](#)

[Help](#)

[Terms of Use](#)

[Privacy Policy](#)

Search / Advanced Search

Choose a field name (e.g., title, any holes"). Use AND, OR and AND NOT specific.

Field

- Title/Titre
- Author/Auteur
- Subject heading/Sujet

Limit results by date:

- All
- Spe
- Ran

Format(s): [click to scroll list of](#)

- Article Printed
- Print Journal
-

Quick Guide to Journal Articles and Getting Books

GETTING BOOKS – know the difference between a recall and a hold

Look for books through PRIMO, type in the search terms. Limit details in the drop down boxes as shown in the screen shot below.

The screenshot shows the PRIMO Basic Search interface. It includes a search terms input field, a 'Look for' dropdown menu with options like 'All items', 'Books', 'Journals', 'Images', 'Audio Visual', 'Scores', 'Maps', and 'All items'. There is also a 'Combine Search Terms' dropdown menu with options like 'full record', 'author', 'title', 'subject', 'full record', 'user tags', and 'call number (e.g. P15*)'. An 'Advanced Search' button is also present.

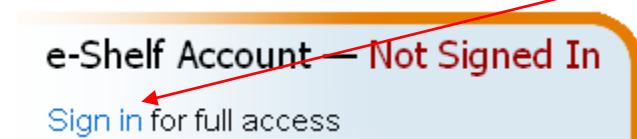
The decision between selecting a RECALL or a HOLD depends on the status of the library item.

- Select HOLD for item with *in-library* status,
- Select RECALL for item with *on-loan* status

1) Requesting items which have been taken “Checked out” with delivery to the WLRC – (Recall)

Request item to be delivered from any TUG location other than the UW Optometry (WLRC):

- a) Login to your e-Shelf Account by using your library “Barcode,” “Last name,” and “Institution” on the PRIMO search page. Just click on the link to sign in.



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- b) Begin a search by using the PRIMO search window. Use the basic or advanced search.

Basic Search

Search terms:

Look for: containing my search terms in the

In:

- c) Once the desired item is found through PRIMO, and it has been “**Checked out,**” place a recall on the item.

Clinical pearls in refractive care
(View details)

Werner, D. Leonard. Press, Leonard J.
Boston : Butterworth-Heinemann c2002

Checked out

Add to e-Shelf

- d) Click on the “View details” under the title and go to picture below. Details found under View details will appear something like this (you may have to scroll down).

More bibliographic information in TRELIS
This item in Amazon
This item in other libraries in WorldCat @
Full-text/Preview in Google Books @
Give me a text URL to this item

Availability and locations in University of Waterloo:

	Location	Call number
Out of library:	University of Waterloo Library UW Optometry. Book stacks	(RE925 .W47 2002)

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- e) Then the following section of the page appears. Select a request “**Recall**” and click the “**Go**” button as indicated below in red.

Select a Request:	Hold	Go
Database:	Local	Recall
Main Author:	Maxwell, Neville,	
Title:	India's China War /	
Publisher:	Harmondsworth, Eng. : Penguin Books, 1972	

- f) Choose the “**Pick Up At**” location, choose the **UW Optometry Circ Desk**.

Recall

Instructions: Please select a item and a **Pick-up Location**

Any Copy

This Copy: c.0 31187025330919 UW Porter Book stacks

Comments:

Pick Up At: *Choose a PickUP Location

*Not Needed After: 2010-03-04

Submit Form

- g) LASTLY, press “**Submit Form**” button.

You will receive an email notice when the item has been shipped from its location - the item will then take approximately one to 3 business days before it reaches the Witer/Optometry circulation desk.

2) Requesting items which are still in the stacks with delivery it to the WLRC – (a Hold)

Request item to be delivered from any TUG location other than the UW Optometry (WLRC):

- a) Like the steps above in placing a “recall” follow the same steps from “a” to “d” to get to “**View details**” like below.

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[View additional versions of this item](#)

[More bibliographic information in TRELIS](#)

[This item in Amazon](#)

[This item in other libraries in WorldCat @](#)

[Give me a text URL to this item](#)

Availability and locations in other institutions:

Available: [Guelph Library Guelph McLaughlin Book Stacks \(DS 480.85.M38 1972\)](#)

- b) Click on the location link, in this case it is the Guelph Library link in blue (above) to bring you to the next window.
- c) Then the following section of the page appears. Select a request **“Hold”** and click the **“Go”** button as indicated below in red.

Select a Request:

Database:	Local Database
Main Author:	Werner, D. Leonard.
Title:	Clinical pearls in refractive care /
Publisher:	Boston : Butterworth-Heinemann, c2002.

- d) Choose the **“Pick Up At”** location, choose the **UW Optometry Circ Desk**.

Instructions:

Any Copy

This Copy:

Comments:

Pick Up At:

*Not Needed After:

Quick Guide to Journal Articles and Getting Books

e) LASTLY, press **“Submit Form”** button.

You **will receive an email** notice when the item has been shipped from its location - the item will then take approximately one to 3 business days before it reaches the Witer/Optometry circulation desk.