

How to Obtain Books and Articles

A Guide for Regional Center Students

I NEED...	WHAT DO I DO?	WHAT'S THE COST & HOW LONG WILL IT TAKE?
<p>A BOOK located in one of the APU Libraries on the Azusa campus.</p>	<ul style="list-style-type: none"> • Click the Library Catalog - APOLIS2 link located on the library home page (http://www.apu.edu/library/) • You may request books housed at these locations: ECampus; WCampus; Theology. • From the Library home page, click on "Request Materials (ILL)." Complete form and submit. • We will mail the book to your home. 	<p>Free; a pre-paid mailing envelope is included so that you can return the book to the Azusa campus. Books will be mailed to you within 48 hours of your request.</p>
<p>A BOOK that the APU Libraries do not own but is located in one of the LINK+ libraries.</p>	<ul style="list-style-type: none"> • Use LINK+, located on the library home page, to find a book you need not owned by the APU Libraries. • You have two options: You may go directly to the owning library, if it participates in the visiting patron feature, with your APU ID card and borrow the book. Call first to make sure the book is on the shelf. • Or, you may submit a request on the LINK+ page and the LINK+ courier will deliver the book to our library. • We will mail the book to your home. 	<p>Free; a pre-paid mailing envelope is included so that you can return the book to the Azusa campus. Books will be mailed to you within 48 hours of their arrival at the library.</p>
<p>A BOOK that the APU Libraries do not own and is not located in a LINK+ library.</p>	<ul style="list-style-type: none"> • From the Library home page, click on "Request Materials (ILL)." Complete form and submit. • We will borrow the book for you from another library and mail it to your home. 	<p>\$2.00 per book. The library will send you a statement. You must mail or ship the book back to the Azusa campus. A pre-paid mailing envelope will be provided for this purpose. This service may take a minimum of 7-10 working days.</p>
<p>A PEER-REVIEWED ARTICLE from a scholarly journal.</p>	<ul style="list-style-type: none"> • Look for articles by using one of our 100+ library databases, listed at http://www.apu.edu/library/apuresources/onlineresources/ • Select a database from the alphabetical title list or use the drop-down subject menu to find databases related to your topic. • Several databases allow you to limit your search to peer-reviewed publications. 	<p>Free to email or save to disk any full-text article from any APU Library database. Printing cost varies by center location.</p>

<p>The FULL TEXT OF AN ARTICLE for which I have found a citation.</p>	<ul style="list-style-type: none"> • The article citation you found may be available full-text in one of our library databases. • From the library home page (http://www.apu.edu/library/), click on "Periodical Finder." Find the periodical title on the alphabetical listings. • If your periodical is available full-text, you will see the library databases listed. • Some periodicals are available in multiple databases, so check the date you need. • Open the database from the screen to search for the article. 	<p>Free to email or save to disk any full-text article from any APU Library database. Printing cost varies by center location.</p>
<p>An ARTICLE FROM A PRINT OR MICROFORM PERIODICAL that is located in one of the Azusa campus libraries</p>	<ul style="list-style-type: none"> • From the Library home page, click on "Request Materials (ILL)." Complete form and submit. • We will copy the article for you and mail or fax it to your home. 	<p>\$2.00 to mail or \$5.00 to fax per article. The library will send you a statement. The article is yours to keep. Articles will be mailed or faxed within 48 hours of your request.</p>
<p>An ARTICLE that is not available in any APU library database or in the library print or microform periodical collection.</p>	<ul style="list-style-type: none"> • From the Library home page, click on "Request Materials (ILL)." Complete form and submit. • We will obtain the article for you from another library and mail or fax it to your home. 	<p>\$2.00 to mail or \$5.00 to fax per article. The library will send you a statement. The article is yours to keep. This service may take a minimum of 7-10 working days.</p>

Questions? Contact Larry Handy, Interlibrary Loan Coordinator and Stacks Manager
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