Using this guide

Our journals are mostly accessible online (ejournals), but we still have some journals available in print (hard copy). This guide is intended to help you find journals held at Birkbeck and to see which journals are held at other libraries.

If you know the name of the journal and the details of the article you are looking for, follow steps 1 and 2. If you want to search for articles on a topic or by a particular author, go to step 3 overleaf.

1. How to find a known journal article in Birkbeck Library

Option A: Find it online

The Library currently subscribes to over 30,000 electronic journals. To find out if Birkbeck subscribes to a particular ejournal, type the journal title in the search box under Quick EJournals Search on the Library website. If we hold an electronic subscription to the journal it will be listed, together with links to all providers and holdings.

You will need to enter your Birkbeck IT Services username and password when prompted to access most ejournals.

Option B: Find it in print

To find out whether we hold a journal in print format, use the Library Catalogue search box.

- Type in the title of the journal in the search box, e.g. British Journal of Sociology, and click on Find.
- Click on the journal title (Click on Journal under ‘Format’ on the right if you get too many results)
- The entry will display the Holdings information (the volumes/years the Library holds) for this title (see the screenshot overleaf).
- Our print journals may be located at ‘Journals – 4th Floor’ or in one of the two Library Stores.
- The journals on Level 4 are shelved in alphabetical order by the title of the journal.
- Where a journal is located in one of the Library Stores, click on Store Request Form and complete the form. Store journals are normally available after 13.00 on the next working day following a request submission.
2. How to find journals not held by Birkbeck Library

**Option A: Find it in another library**
You can search for journals held in other libraries through the links in the **Other libraries** section of the Library website: [http://www.bbk.ac.uk/lib/otherlibs/findingout](http://www.bbk.ac.uk/lib/otherlibs/findingout).

It is also possible to search the individual catalogues of most university libraries in the UK on the web. You need to check that their journals are not only held in electronic format because, in general, you would not have access to ejournals in other university libraries.

The **Other libraries** section of our website also provides information on the different library access schemes available to Birkbeck students and staff: [http://www.bbk.ac.uk/lib/otherlibs](http://www.bbk.ac.uk/lib/otherlibs).

**Option B: Order it via our Inter-Library Loans service**
If the journal article you require is not held by Birkbeck Library in either an electronic or a print version, you may be able to request it through our Inter-Library Loans service. Requests cost £1.00 each and you will usually get your item within two weeks.

See our [Inter-Library Loans](http://www.bbk.ac.uk/lib/about/how/ill) guide or visit the Library website for more information:
[http://www.bbk.ac.uk/lib/about/how/ill](http://www.bbk.ac.uk/lib/about/how/ill).

3. How to find journal articles on a topic
To search for journal articles on a topic, you can use the **Discover (Articles and more)** tab on the Library catalogue. This cross-searches a range of our journal databases and is useful for finding articles for essays and assignments.

If you are doing a comprehensive literature search, for a dissertation for example, you will need to use the relevant subject databases, rather than the Discover tab. See our [Library Resources by Subject](http://www.bbk.ac.uk/lib/about/library-guides) guides on the web site for a list of the most useful databases in your subject area.

The Discover search and the majority of our databases link through to full-text articles where we subscribe – look for the **PDF link** or the **Find Full Text** button.

For more help with searching databases, see our [Using the Library’s Databases](http://www.bbk.ac.uk/lib/about/library-guides) guide which is available in print and online: [http://www.bbk.ac.uk/lib/about/library-guides](http://www.bbk.ac.uk/lib/about/library-guides).