# Request Article Delivery

Welcome to the Pitt Libraries Ask Us Series. In this video, you will learn how to request a scan of an article from a print magazine, journal, or newspaper from the library's collections.

Often when we are searching for an article, we have a citation that includes the author, article title, publication title, date or volume, and page numbers.

Example Citation:

Bové, Paul A. "The Crisis of Editing." *ADE bulletin* 131 (2002): 34–40.

The title of the journal is the information from the citation that will be most helpful as we begin. As always, start at the library's web site library.pitt.edu, choose the "Collections" tab at the top of the screen and then select "Journal Finder," which will be the definitive resource to tell us whether the Pitt Libraries subscribe to the item that we need.
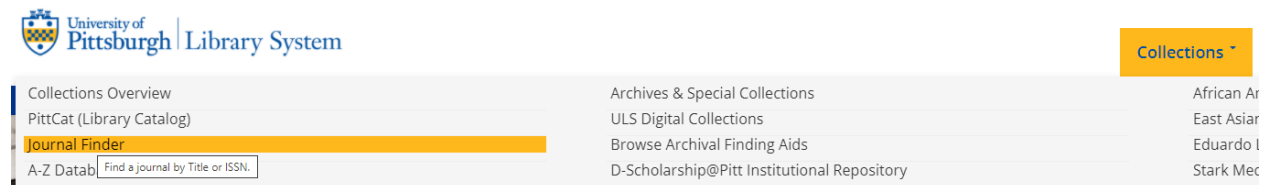
From the Journal Finder, type in the journal name and select the title that best matches. This is a good point to sign-in through Pitt Passport to set you up for access to any full-text of the publication that might be available online or to allow you to directly make a request for a scan from the library's print holdings.

Clicking on the title of the journal takes you to the detailed record for the publication in PittCat. When the details provided indicate that the full-text is available, follow the link to see if the article from the volume and issue you need is among the content provided.

View Online

Full text availability

view full text ⬈

Sometimes, full-text access is limited but there are other options to get you what you need.

PittCat will display the volumes of an item that are available in print at the Thomas Blvd library location. There is a handy filter button to select the volume that contains the article you need.

Holdings:
no.62-125 (1979-2000),
no.127,130-148 (2001:Winter,2009:Spring)
View less

Remove Filtering on locations items
✕ Clear

Filters: location ▾ volume ▾ year ▾ description ▾

Item in place (0 requests) no.62 1979:Sept.-Dec.
Loanable ⌄

Item in place (0 requests) no.77/82 1984/1985
Loanable ⌄

Item in place (0 requests) no.104/106 1993
Loanable ⌄

Item in place (0 requests) no.107/112 1994/1995
Loanable ⌄

Item in place (0 requests) no.113/118 1996/1997
Loanable ⌄

From here, there are two options: one is to request the item. Selecting that will allow you to borrow the print publication, just as you would a book. It would be sent to the library location of choice where you would then pick it up and borrow it for seven days. Alternatively, selecting "digitization" will initiate a request for a scan of the article to be emailed directly to you as a

PDF. Because that's the quickest and most convenient option in many cases, let's go with "Digitization."

Item in place (0 requests)
ULS 7 Day Loan for UP Faculty/Staff/Student: restricted materials ex: journals, reference, misc.
no.131 2002:Spring   Request / Digitization

You'll see that an online request form pops up to enter the details from the article citation. Type in the title, author, page numbers, and for the note, a Thank You is always delightful for those on the receiving end. And then select send! What a feeling.

Digitization Request

Item description
no.131 2002:Spring

☑ Partial

Chapter/Article Title

Chapter/Article Author

Start page

End page

☐ Full Chapter?

Comment

Not needed after

📅 Pickup Date   ▼

↻ RESET FORM

➤ SEND DIGITIZATION REQUEST

Requests for digitization are processed in the order received. When the article has been digitized, the PDF will be sent directly to your Pitt email address.

Now you know how to request a digital copy of an article from one of our print publications. If you ever have questions about this process or anything else, look for the Ask Us button to contact library staff by chat or email and we will be happy to help you.