How to Request An Item Not FullText in Online Library Databases

The following publications cannot be found in fulltext:

- Books and Book Chapters
- Theses (*not published by the University of Louisville*)
- Dissertations (*not published by the University of Louisville*)
- Government Documents
- Articles (*usually older than 1990*).

Use the following steps to order items not available in full text.

1. Logon to the Internet and type http://louisville.edu/library/dlls/ in the address bar.
2. Click on **Item Requests**.
3. Enter your ULINK username and password.
4. Click on the item you wish to order.
   Hint: Theses, dissertations and government documents fall under Books. Please put a note in the comments section if the item is a thesis, dissertation or government document.
5. Enter all the information required.
6. Click **Submit**.

Please remember the following:

- ÞThis symbol * means an item is required. You will get an error message when you click Submit if you do not fill out every item with an *. If you do not have information for a field with an * please put the words N/A.
- Citations that are incorrect and cannot be corrected by our staff will be returned to you as canceled. Please doublecheck your citations before you submit each request.
- Use your browser's Back button if you have more than one request of the same type to submit. Usually the information you entered will still be there. This keeps you from reentering your contact information each time you request the same type of item.
- If you have any questions about items you have ordered, please email us at *dlls@louisville.edu* with your name and the citation of each request on which you need a status report. We will be happy to provide an update usually within 24 hours.