

## British Library Inside Web

### Quick Start

Please read this short summary before going to Inside Web.

After logging in with the log in and password, click on the link “Start your Inside session” to enter.

To find your article:

#### **For known citations from 1993-present**

- Quicksearch is the default search
- Enter one author’s last name and one to two keywords from the article title. Separate each term with a space.
- Select the article from the results list. See below about ordering.
- If not found, try another keyword search, check to be sure item is 1993 or later.
- If still not found, use Interlibrary Loan and Document Delivery (ILL/DD) at <http://www.library.uiuc.edu/irrc/>

#### **To select article(s) from a current issue from a serial title:**

- Choose the Advanced Search option
- Enter the full serial title in the first box, use the field qualifier “Serial Title” OR enter the serial title ISSN and choose that field qualifier.
- Be sure to select the year or “Latest” in the box headed “Year Added to the Database.”
- Choose the article(s) from the results list.
- If the serial title is not found, use Interlibrary Library Loan and Document Delivery (ILL/DD) at <http://www.library.uiuc.edu/irrc/>

### *To Order*

The order information appears in the lower part of the screen when an article is selected from a search results list.

- Select the delivery option 24 Hour Ariel.
- Click on the “Change Address Details” link at the bottom.
- Add the patron’s name and email in the NAME box.
- Click on add to unconfirmed list to complete your order process.

The article order will be confirmed by Library staff at the ILL/DD. Order status may be checked on the Inside index by clicking on the “Confirmed Order List” or by reading the alert messages that appear when entering Inside Web.

## **Full Instructions**

### ***Inside Background***

INSIDE is a commercially developed index to the British Library Document Supply Center (BLDSC) holdings. This index allows users to search for articles from 20,000 of the over 250,000 journal titles held at the Center and then place an order for copies. The BLDSC is the largest supplier of documents in the world. Copies are supplied within 24 hours. Requesters can also use a blank order form, called the Template service, to order articles from the journals not indexed. Only the most heavily used journals are indexed at the article level, the others may be selected by journal title or ISSN number. Indexing for the 20,000 began with 1993 articles so older citations will not be found at the article level, use the Template service instead.

### ***Searching***

Once connected to Inside, click on the link, "Start your inside session" for post-1993 articles. Quicksearch is the default search. If the citation for the article is already known, enter the two most unique names or terms for the article needed. One or more author's names and one keyword from the title generally will suffice. Click the "Run" button to *run* the search.

If browsing a recent *Table of Contents* for a selected journal, click on "Advanced Search." Select "Serial Title" from the Field Qualifiers pull-down menu. Then enter the title in the Search Term box then ask for the most recent issue available by clicking on "Latest" in the "year added to database" pull-down box and click the "Run" button. If the ISSN number of the title is available, use that but then be sure to select ISSN as your qualifier.

### ***Selecting and ordering***

With a successful search, a list of articles will result. (see unsuccessful search tips below) Scroll through the list to select the article(s) needed. A full record will display with information below of options for delivery. The following must be changed or added in the:

- Click to change the Address details. In the name box that results, type in your last name and full email address. This information is essential for delivery - any orders without this will have to be canceled as the requester can not be contacted.
- Change airmail delivery to 12 hour Ariel (internet delivery).
- Now click on Add to unconfirmed orders. The order will be reviewed by ILL/DD staff and confirmed. Copies are sent to the ILL/DD and staff there will notify users when the copy is ready to be retrieved from the web.

If the article search was unsuccessful:

- Use the Template Search Selection -- Instructions below.
- Or simply go to the ILL/DD site and place a photocopy request.  
<http://www.library.uiuc.edu/irrc>.

### ***Template Searching by Journal Title***

Use this if searching for an older (pre 1993) article or if the article search was unsuccessful.

- Click on Template.
- Click on serial title search, enter the journal title entering only the keywords and using ADJ to specify adjacency between the significant words. For example, to find Scientific American, enter scientific adj american. If the title ISSN is available, then simply select the ISSN search and then enter that number.

### ***Template Title Selection and Ordering***

Select the title needed from the alphabetical list of titles that result. Fill out the form below the title selection then click Continue to add all the delivery details. The following must be changed or added:

- Click to change the Address details. In the name box that results, type in your last name and full email address. This information is essential for delivery - any orders without this will have to be canceled as the requester can not be contacted. Change airmail delivery to 24 hour Ariel (for internet delivery).
- Now click on Add to unconfirmed orders. The order will be reviewed by ILL/DD staff and confirmed. Copies are sent to the ILL/DD and staff will notify users when the copy is ready to be retrieved from the web.

### ***Order Status***

Requesters may check orders that are confirmed online by looking at the Confirmed Order List. Orders without names or those not from the Approved Journal List will be deleted. If an order can not be supplied, the Confirmed Order List will state that.

Received Orders are sent electronically to requesters if email is provided. Contact the ILL/DD Borrowing Office at 333-0832 or email: [irrc-104@uiuc.edu](mailto:irrc-104@uiuc.edu).