

Periodicals

General Information

Periodicals is another name for magazines, journals, newspapers and other publications that are published periodically. Our collection consists of periodicals selected to support student learning and research.

Locating Periodicals

To find out if we subscribe to a particular journal, magazine or newspaper, search *WebVoyager* (portal.emich.edu), our online catalog.

1. Select the "Author, Title , Journal Title, etc." tab from the initial search screen.
2. Type in the title of the journal, newspaper or magazine.
3. Make certain you click in the button to the left of "Journal Title."
4. Click on the "Search" button or hit the "Enter" key.

**WebVoyager* will tell you if we own a periodical, but not what is in the individual issues. To search for articles in magazines, journals and newspapers, you need to use one of our Library Databases available at <http://portal.emich.edu/remote.htm>.

Once you have located the actual periodical title you want and are looking at the screen with journal/magazine/newspaper information, scroll down the page to determine the location of the issue you need. Most periodicals are located in one of five locations: Online, Magazines & Journals—second level south, Microfiche/Microfilm, Storage or Reserve.

Online Periodicals

We provide free full-text access to thousands of magazines, journals and newspaper articles over the Web. For a list of titles and which databases to search, see our "Full Text Electronic Journal Holdings" at <http://portal.emich.edu/serials/jnlsA.html>.

If you have questions on searching our online periodicals, talk to a librarian at the Information/Reference Desk on the first level or call 734.487.0020, x2100.

Reserve

Recent issues of high-use magazines and journals such as *Time*, *Business Week* and *Scientific American* are kept in the Reserve Collection behind the Circulation Desk on the first level.

Magazines and Journals (second level south)

We have thousands of magazines and journals on the second level. Generally, the issues in this area are recent (5-10 years old). Current issues, usually those published within the last 12 months, are unbound. Older issues are bound together like books to preserve them.

The collection is arranged in alphabetical order, word by word, by journal title.

Journal titles that are acronyms or initials are located at the beginning of that letter in the alphabet

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Storage

Many of the older issues of our magazines and journals are kept in storage behind the Circulation Desk on the first level. If you want to use one of the issues kept in storage, use our *WebVoyager* catalog to request the materials.

1. Go to the screen with the journal or magazine's location information and then scroll to the top of the page and click on the "Request" button.
2. Enter your barcode and your last name. (Your barcode is based on your student number printed on the front of your EMU ID/Eagle OneCard. Follow the directions on the screen to correctly enter your barcode.) Then, click the "Login" button.
3. Click on the down arrow and select "ARC Storage Request." Then click on the "OK" button.
4. At the next screen, select the volume you want to use on the drop down menu. You also have to enter your barcode once again. Click on the "Submit Request" button.
5. You will get a message stating that your request was successful.
6. You can pick up your materials at the Circulation Desk on the first level. Materials are usually ready within 10 minutes.

If you have any problems entering your barcode or if your request was unsuccessful, come to the Information/Reference Desk on the first level, e-mail us at libref@online.emich.edu, or phone us at 734.487.0020, x2100.

Microfilm/Microfiche Collection (second level south)

Our microfilm/microfiche collection consists of journal, magazine and newspaper issues, government documents, books, ERIC (education) documents and corporate annual reports.

We have four new reader/printers to view our microfilm and microfiche materials. There is no charge to print from these machines.

Newspaper Reading Room

In addition to local papers such as the *Detroit Free Press* and the *Ann Arbor News*, we subscribe to major national newspapers, such as the *New York Times* and the *Chicago Tribune*, and a few foreign language newspapers.

Only current issues of these newspapers are in the Newspaper Reading Room. Newspapers cannot be checked out. Please use them only in the Newspaper Reading Room unless you need to photocopy articles from them. Then, return them to the Newspaper Reading Room when you are finished.

Many older issues of newspapers are in our microfiche/microfilm collection.

Help

Questions? A service desk is located near the Microfilm/Microfiche Collection on the second level. If that service desk is closed, please come to the Information/Reference Desk on the first level or call 734.487.0020, x2100.