1. From the Library homepage, go to Library Search | Ketu and Sign in

2. Once signed in, search for the journal that the article is published in:

3. There will usually be an online and a hardcopy (print) version of the journal in the results. If you know your article is not available from the online version, go directly to the hardcopy version of the journal and click on Available in the Library.
4. If the journal series is available in more than one location, you’ll need to select one of those locations before the ‘request a scan’ option becomes visible. In this screenshot the Robertson Library has been selected.

To request an article, choose the request a scan from a different issue option.

Note: If the required journal issue is not held in the Library, choose the Request an Interloan option instead.

5. Enter the journal and article details in the fields provided and go to Request.

A message in Library Search Ketu will confirm your request and you’ll be notified by email when your article is available. If you have any problems making a request, email: ask.library@otago.ac.nz