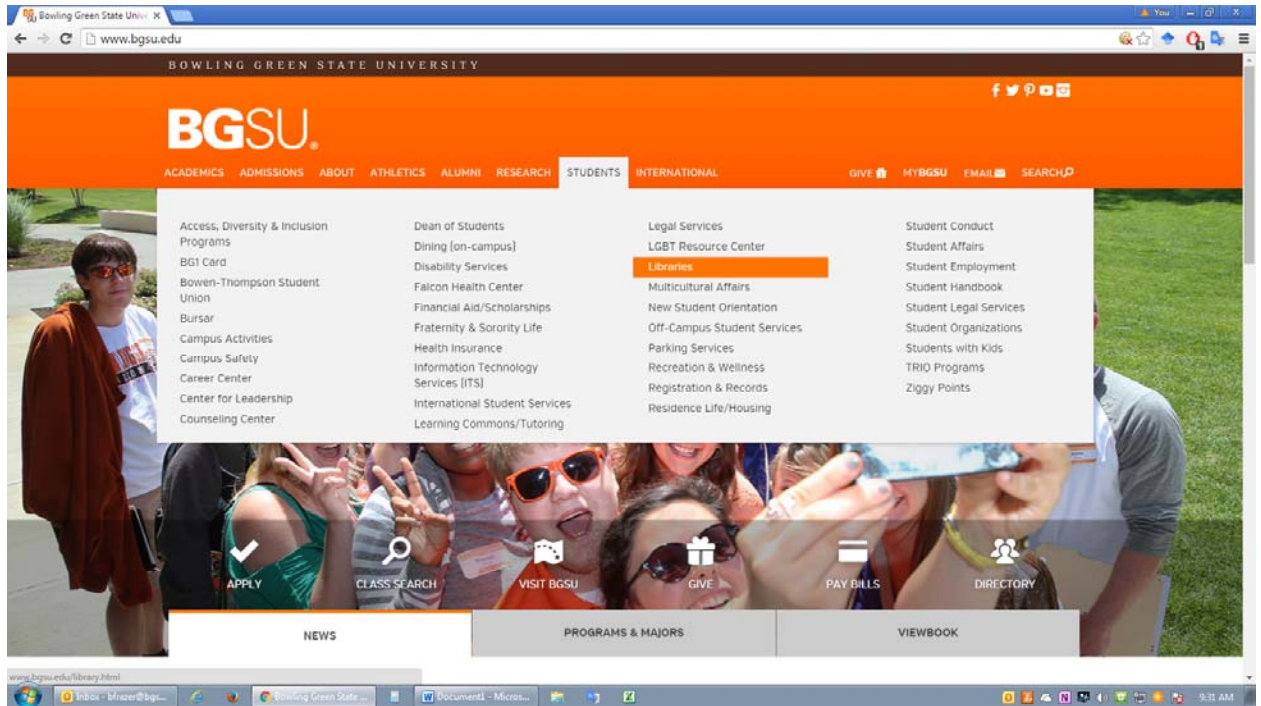
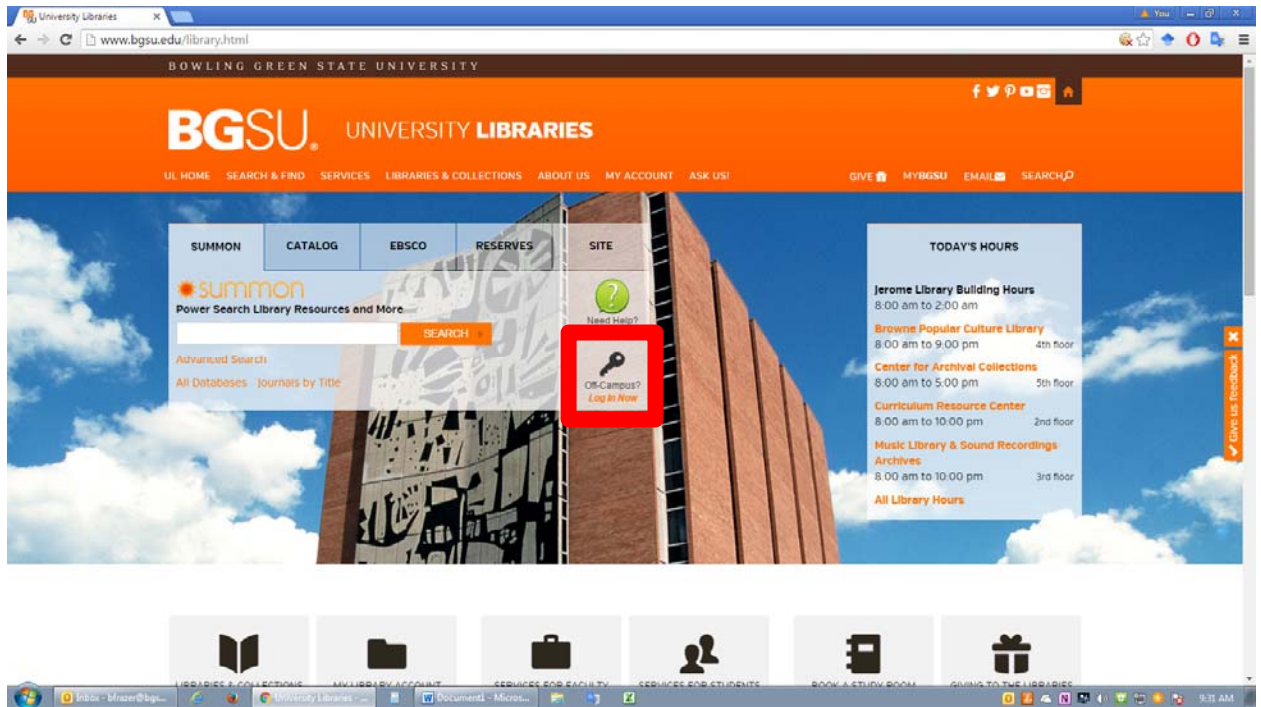


## Directions to Use Summon's Inter Library Loan Feature

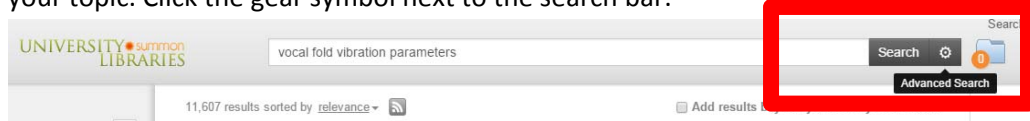
1. Go to [bgsu.edu](http://bgsu.edu).
2. Under the "Students" tab click "Libraries"



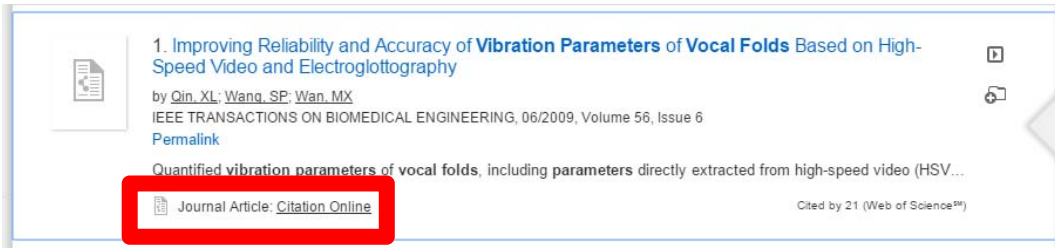
3. If you are off campus you will need to log in to search using Summon.



4. Type in your search term. Here are some hints on using search terms:
- Put your search in "" to get only results with that exact series of words.
  - Use a capital AND between main search terms to ensure both search terms are used.
  - Use a capital OR between search terms to find articles that use one of several words.
  - In Summon you have the option to use an "Advanced Search" to better narrow down your topic. Click the gear symbol next to the search bar.



5. If an article only has a "Citation Online," click on the name of the article.




The screenshot shows a citation card with the following text:

1. Improving Reliability and Accuracy of **Vibration Parameters of Vocal Folds** Based on High-Speed Video and Electroglottography

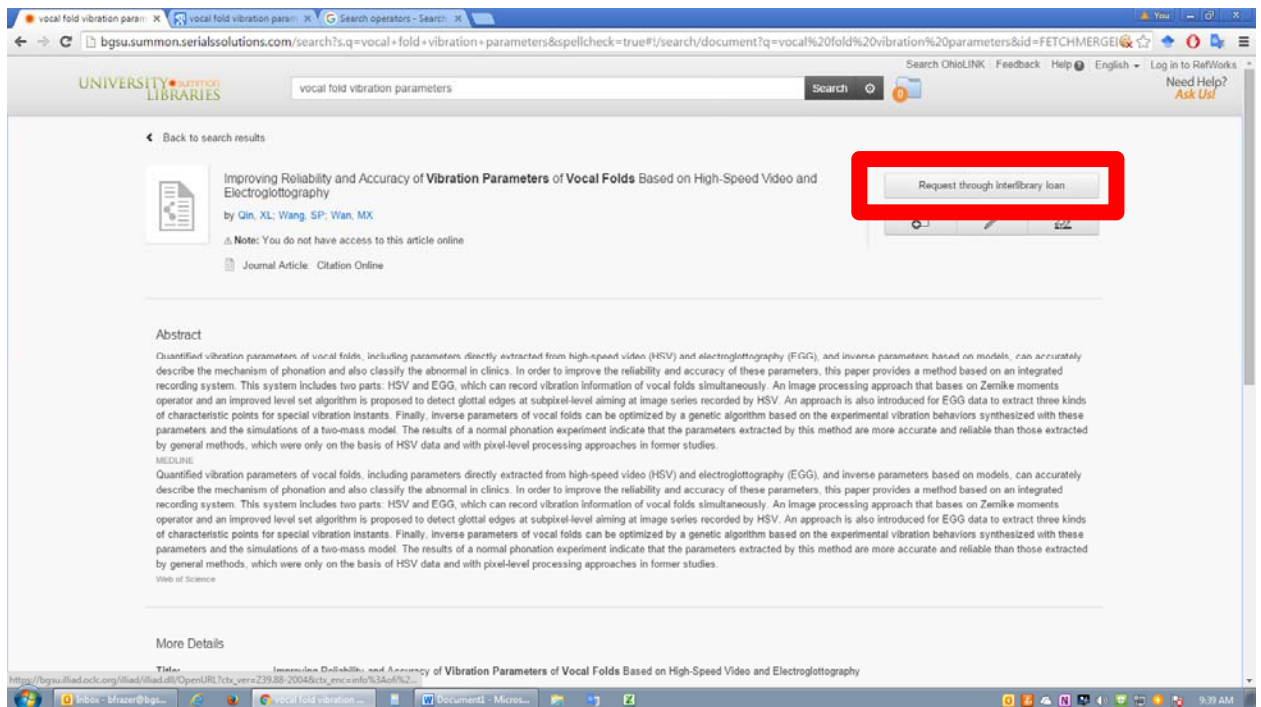
by [Qin, XL](#); [Wang, SP](#); [Wan, MX](#)  
IEEE TRANSACTIONS ON BIOMEDICAL ENGINEERING, 06/2009, Volume 56, Issue 6  
[Permalink](#)

Quantified vibration parameters of vocal folds, including parameters directly extracted from high-speed video (HSV...)

 Journal Article: [Citation Online](#)

Cited by 21 (Web of Science<sup>SM</sup>)

6. After you click on the name of the article, an article summary page comes up. At the top right hand corner of the page there is a button that says, "Request through interlibrary loan." Click on this button.



7. You will be brought to a page that asks for your ILLiad Logon. THIS IS NOT THE SAME AS YOUR BGSU LOGIN. If you have never used ILLiad before click "First Time Users." You will be brought to a page that has a bunch of information about ILLiad. You should review this information and then click the "First Time Users Click Here" button. You will then be brought to a page to create a login for ILLiad.



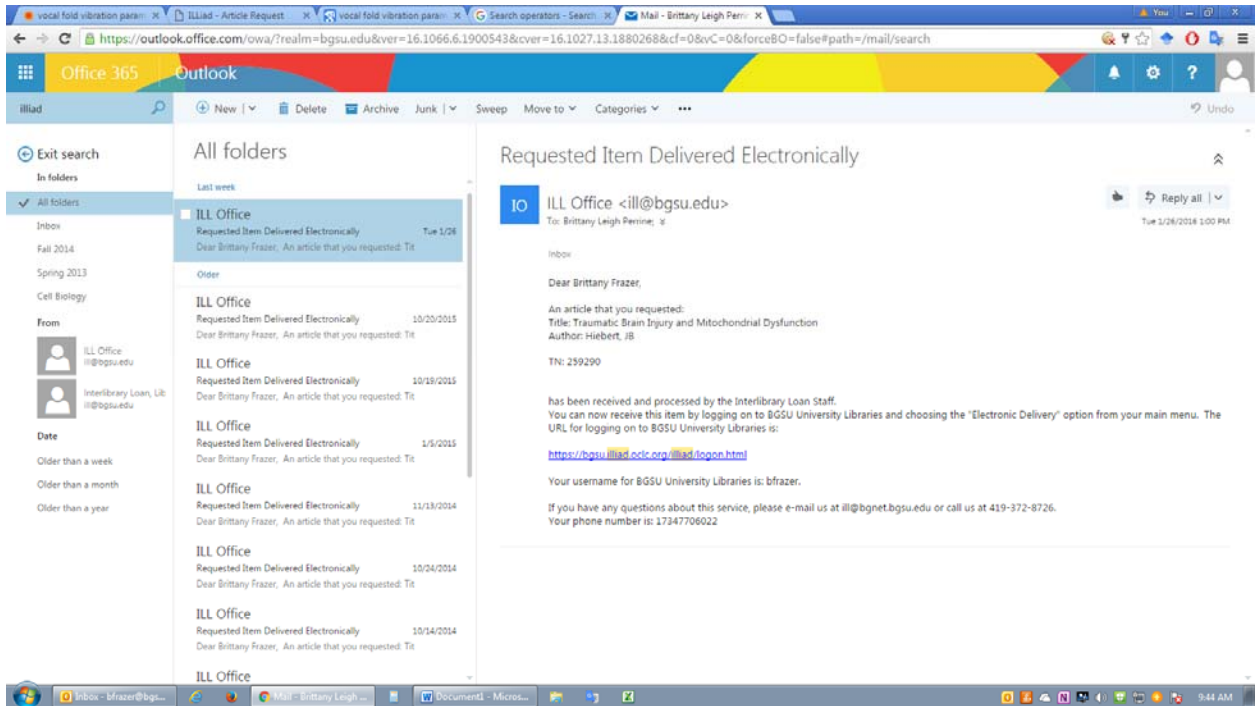
8. After you login, you will be brought to a page that looks like the page below. It is called the “Article Request” page. All of the information about the article is filled in. Confirm that the information is correct. Then click the “Submit Request” button at the bottom of the page.

The screenshot shows the "Article Request" page on the University Libraries ILLiad at BGSU website. The page has a navigation menu on the left and a main form area. The form is titled "Article Request" and contains the following fields:

- Title (Journal, Conference Proceedings, Anthology):** FREE TRANSACTIONS ON BIOMEDICAL ENGINEERING
- Volume:** 05
- Issue Number or Designation:** 8
- Month:** [Empty]
- Year:** 2009-06-01
- Inclusive Pages:** 1744-1754
- ISSN (International Standard Serial/Book Number):** 0019-0234
- Call Number:** [Empty]
- Article Author:** Qin, XL
- Article Title:** Improving Reliability and Accuracy of Vibration Parameters of vocal nodes
- Not Wanted After Date (MM/DD/YYYY):** 05/02/2010
- Will you accept the item in a language other than English?:** No
- Notes:** [Empty]
- Where did you learn about this item?:** [Empty]
- Where did you find this item cited?:** summon.serialsolutions.com
- Date of the work that cited the item:** [Empty]
- Volume number of the work that cited the item:** [Empty]
- Pages where the item is cited:** [Empty]

At the bottom of the form, there are three buttons: "Submit Request", "Clear Form", and "Cancel - Return to Main Menu".

9. Articles generally take about a week to come in. When your article is ready you will get an email from the ILL Office that looks like the print screen below. Click on the link in the email. You will be asked to log in to the ILLiad system.





10. You will be brought to a page that has a list of the articles you received electronically. Click “View” to download your article. NOTE: ARTICLES ARE ONLY AVAILABLE FOR 14 DAYS SO BE SURE TO SAVE THE ARTICLE.

The screenshot shows a web browser window with the URL <https://bgsu.illiad.oclc.org/illiad/illiad.dll?Action=10&Form=64>. The page header reads "University Libraries ILLiad at BGSU" with a search bar and "Active All" buttons. A navigation menu on the left includes sections for "Logoff bfrazer", "Main Menu", "New Request" (with sub-items: Article, Book, Patent, Thesis-Dissertation), "View" (with sub-items: Outstanding Requests, Electronically Received Articles, Checked Out Items, Cancelled Requests, History Requests, All Requests, Notifications), "Tools" (with sub-items: Change User Information, Change Accounts, Change Password), and "About ILLiad".

Main content text:
   
Articles posted to this page will remain accessible by the requestor for **14 days from the date of posting**.
   
If, prior to this time, you no longer require the use of an article, you may delete it using the "Delete" link to the right of the article information.
   
In the event that you accidentally delete an article from this web page, you may undelete articles or e-mail us at to have them reset.

Electronically Received Articles						
Transaction	View	Size	Title	Author	Expires	Delete
259290	View	248.10 KB	The American journal of the medical sciences... Traumatic Brain Injury and Mitochondrial Dysfunction	Hebert, JB	2/23/2016	Delete

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 University Libraries  
 Bowling Green State University | Bowling Green, OH 43403-0001 | Phone Numbers

The Windows taskbar at the bottom shows the system tray with the time 9:46 AM and several open applications including "Inbox - bfrazer@bgsu...", "ILLiad - Electronic De...", and "Document1 - Micros..."