Guide to Using SFX

What is SFX? SFX is a dynamic linking software that enables linking between databases and interlibrary loan services. Click on the SFX button and view a list of services offered for that citation including:

- Link to full text from another database (if available)
- Request Document or Book via Interlibrary Loan

How do I use SFX? When searching in a SFX-enabled database look for the SFX button. Clicking on this button will open a new window showing the SFX options available for the citation. Figure 1 shows an example of an SFX screen.

Figure 1
You will not lose the result list from your original search when you click the SFX button. SFX will open a new browser window to carry out your requests for interlibrary loan or full text holdings. Figure 2 is an example of this type of screen.

*Do not click on Holdings at Delta State University as this function is temporarily unavailable.

**Interlibrary Loan**

SFX allows you to Request document via Interlibrary Loan. Clicking “GO” will take you to an online Interlibrary Loan (ILL) form (Figure 3). This will enable you to request a copy of the article or book through ILL. **NOTE:** The citation information is automatically imported into the form; you MUST, however, fill in the rest of the form. **ALL BOXES MUST BE FILLED IN TO SEND THE FORM TO ILL.** (If a box does not apply, you may fill in “None” or “N/A.”) It is important that all contact information is filled in and accurate, including a current DSU e-mail account. This is the information ILL will use to contact you when your item becomes available for pickup or delivery.

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**Important Note:** Use the ILL form only if the library does not have the journal in print format or does not have the book in the collection. You can find out if the Library has the article via a print or microform copy by checking the black Serials binders located at the Reference Desk or the Serials Desk or check online at http://www.deltastate.edu/pages/898.asp. You can check if a book is available in print by checking the DSU Library online catalog at http://www.deltastate.edu/pages/177.asp and select the “DSU Library Catalog” link.

**Which Databases have the SFX feature?** Currently all the databases in EBSCOhost and FirstSearch Basic have the SFX feature.

**Can I access SFX from off campus?** Yes. DSU faculty, staff and students can use this service off campus by using their student/employee ID and password (usually your 6 digit birth date) to log into electronic databases from off-campus locations. For further directions on accessing databases off-campus, please consult the Guide to Accessing Databases Off-Campus.

**If you have questions about SFX please contact the Reference department at 662.846.4431 or refdesk@deltastate.edu.**

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