

**Preliminary search and REQUEST FOR RESEARCH ARTICLE**

for \_\_\_\_\_ grade \_\_\_\_\_ Date: \_\_\_\_\_  
(student's name)

**Title of Article:**

**Author:**

**From Journal:** (Provide Name of periodical, Month/date/Year/issue #, page #s etc.)

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**ATTACH COPY OF ABSTRACT OR SOURCE OF YOUR CITATION INFORMATION.**

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**A. List the databases from the *OHS Library Resources* webpage that you searched trying to find this article?**

**B. Did you search through the databases available from the Oceanside Library trying to find needed article? If YES, list the databases that you used.**

**C. Where else did you search trying to find needed article?**

**Preliminary search and REQUEST FOR RESEARCH ARTICLE**

for \_\_\_\_\_ grade \_\_\_\_\_ Date: \_\_\_\_\_  
(student's name)

**VERIFICATION OF STUDENT'S CONFERENCE WITH SUPERVISOR**

\_\_\_\_\_  
Date: \_\_\_\_\_  
(Signature of Supervisor) **Signature indicates that supervisor has determined student has followed all preliminary search methods to find a specific article before requesting expanded search by Library.**

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**For Library Use Only:**

Date Request received by Library: \_\_\_\_\_

Action taken by Library Staff:

Date article received: \_\_\_\_\_

Date student was sent note via supervisor that article was received or unavailable: \_\_\_\_\_

Date article was picked up by student: \_\_\_\_\_

***NOTE TO STUDENTS and SUPERVISORS:***

An electronic copy of this form will be available through the *OHS Library Resources* webpage.

***REQUESTS FOR ARTICLES MUST BE SUBMITTED ON PAPER COPY.***