



National Art Library

How to request Periodicals / Journals

This guide covers how to request print journals for consultation in the National Art Library. Please be advised that use of our online subscription content is highly encouraged and we do not issue print journals when these are available online.

1. Go to <https://nal-vam.on.worldcat.org/discovery> and enter **ti=** and then the journal title into the main search, then use the filter on the left to limit results to **'Journal, magazine'**.

The screenshot shows the search results page for 'Art Journal'. The search bar at the top contains 'ti=Art Journal'. The left sidebar shows the 'Format' filter set to 'Journal, magazine (4)'. The main content area displays two results: '1. Art journal.' and '2. The art journal.'. Both results have an 'Access journal' button. The 'Access journal' button for the second result is circled in red.

2. If the journal is available online, click on 'Access Journal'. (This option will not appear if print only). To limit results to online journals only, tick the 'eJournal/Magazine' option under Format in the 'Search Tools' menu:

The screenshot shows the search results page for 'Art Journal' with the 'Format' filter set to 'eJournal/eMagazine'. The left sidebar shows the 'Format' filter set to 'eJournal/eMagazine (2)'. The main content area displays two results: '1. Art journal.' and '2. The art journal.'. Both results have an 'Access journal' button. The 'Access journal' button for the second result is circled in red.

A list of our online Periodicals/ Journals can also be found by clicking on 'E-Resources' in the 'Library Links' dropdown menu at the top of the page. **Search** or **Browse** (organised alphabetically).

Requesting Print Periodicals / Journals

3. Click on the Journal Title to view the National Art Library's print holdings and the Volume/Issue and date range that is covered. Click on the 'Description' link for further bibliographic information.
4. Scroll down the page to find the exact issue you wish to request. You can place a request for a run of issues. However, there must not be any gaps in the run, so please complete separate requests if there are any breaks in the sequence of issues you require.
5. Make a note of the issue/year you require and the Call Number for this journal title.
6. Click on 'Request Item' above the holding summary.

The screenshot displays the 'Availability' section of the National Art Library website. It includes an 'Access Online' table and a 'Victoria and Albert Museum' section with a 'Request Item' button.

Access journal	Publication	Database / Coverage	
Access journal	Art-journal, The	HathiTrust Public Domain only in US Access (1902-1910)	Report a broken link

Victoria and Albert Museum 21 available

[Request Item](#)

Holding Summary

1849-1912. ALL VOLUMES TO BE ISSUED IN THE SAME WAY AS SPECIAL COLLECTIONS MATERIAL.

National Art Library Periodicals Available (16)

This item is held at the National Art Library which is open Tuesday - Saturday, 10:00 - 17:30. Item requests typically take 20 minutes to process while we are open.

Call Number	Status
PP.6.B	(1849:JAN 1) - (1882) Available
PP.6.B	(1883) Available
PP.6.B	(1884) - (1886) Available
PP.6.B	(1887) Available
PP.6.B	(1888) - (1891) Available
PP.6.B	(1892) Available
PP.6.B	(1893) - (1905) Available
PP.6.B	(1906) Available
PP.6.B	(1907) - no.884 (1912:FEB) Available
PP.6.B	The Art Journal illustrated catalogue (1851). Available
PP.6.B	The Art Journal illustrated catalogue of the International exhibition (1862) = Illustrated Catalogue to the Universal Exhibition 1862. Available Note: Bound in 1862 volume. Another copy, bound separately.
PP.6.B	The Art Journal illustrated catalogue of the universal exhibition, 1867 (1868). Available
PP.6.B	The Art Journal illustrated catalogue of the International exhibition (1871). Available Note: Bound in 1871 volume.
PP.6.B	The Art Journal illustrated catalogue of the International exhibition (1873). Available

7. You will be prompted to sign in. If you have not already done so, please create an account by clicking on this option in the 'Library Links' dropdown menu. You need an account to place a request.

The screenshot shows the search results for 'The art-journal' on the National Art Library website. The search bar contains 'ti=Art-Journal'. The results list the journal with details about its holdings and where it is held.

Search results for "The art-journal":

- 3. **The art-journal.** by Harry Houdini Collection (Library of Congress), National Art Library (Great Britain), Forster Collection. Journal, magazine 1849-1912 | [View all editions & formats](#) Held by: Victoria and Albert Museum
- The art-journal.** by Harry Houdini Collection (Library of Congress), National Art Library (Great Britain), Forster Collection. Journal, magazine 1849-1912 Held by: Victoria and Albert Museum

The 'Library Links' dropdown menu is open, showing options: Browse E-Journals, Contact Us, Copying Requests, **Create an Account**, E-Resources, Help Guides, and National Art Library.

8. Upon signing in, you will see this place hold request webpage:

The screenshot shows the 'Submit a Place Hold Request' page on the National Art Library V&A website. At the top, it says 'You may request 10 items at a time.' Below that, the search results for 'The art-journal' are displayed, including the journal title, ISSN, and OCLC number. The 'I need it from' dropdown is set to 'Specific Copies or Volumes'. A list of items is shown with checkboxes for selection, including 'PP.6.B (1849:JAN 1) - (1882) Available', 'National Art Library SCI/SS Special Collections: retrieval on demand - Secure Store', and 'National Art Library GO/SOU General Collection: South and South East Asia - 2 working days retrieval'. There are also date pickers for 'I want to pick up at' and 'Dates I need it'.

Prior to clicking submit, select 'Specific Copies or Volumes' to request the item(s) you require. We advise that you select this option as any non-specific requests will not be retrieved in advance as we will need to check the details of your request with you. Tick the specific copy of run you wish to consult, then in the 'tem description(s)/notes you need to record the exact item/s you wish to consult. If library staff are not able to establish the issue(s)/ volume(s) you wish to view, we will not be able to retrieve in advance of your visit.

Example of required text – **v. 13, 1956** - This would provide library staff with enough information to retrieve ahead of your visit to us.

The 'dates I need it' section allows you to place a request for a future date. Your items will be held for three working days beyond the selected start date.

9. Click 'Submit' to place the request. If you have an active account and the item is available for request, then you should see a message informing you that your request has been successfully placed.

You will receive an email to let you know when the item is available for collection. If you do not receive an email then it may be that you have not supplied us with enough information to satisfy your request.

If you encounter any problems in placing this request and require assistance from library staff, place contact us online and/or visit us in person at the National Art Library and we will endeavour to help. Further information and guides on using the library catalogue can be found on the National Art Library's webpages.



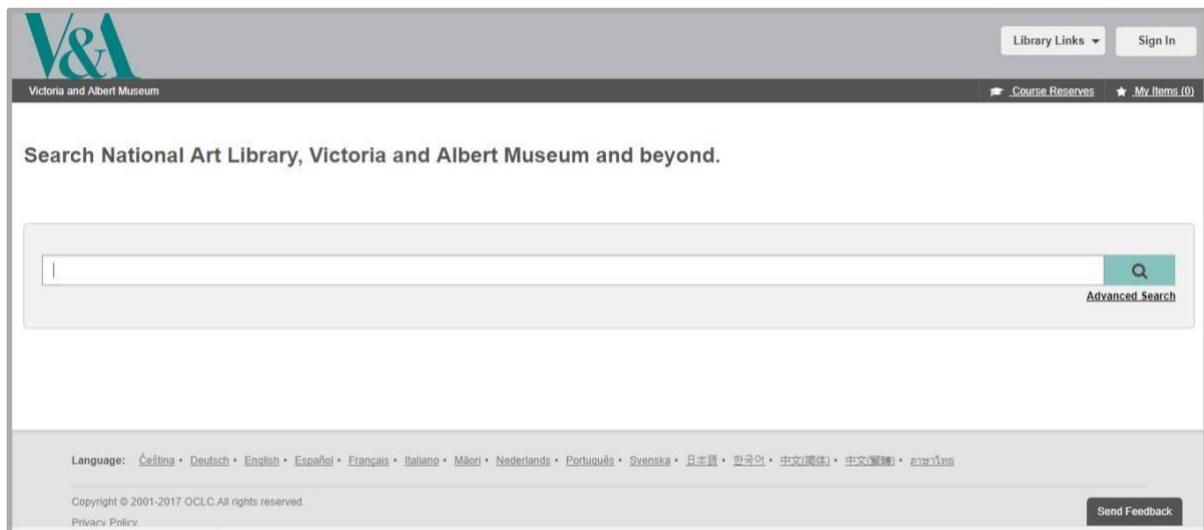
National Art Library

How to request 'appointment only' items

This guide covers how to request 'appointment only' items from the National Art Library for consultation in our reading rooms. You will first need to create an account in order to place a request. If you have not yet created an account, please go to the Library Catalogue and click on 'Create an account' under 'Library Links'.

How to request 'appointment only' material through the Library Catalogue

1. Go to our Library Catalogue at <https://nal-vam.on.worldcat.org/discovery>
2. Search for an item within the main search box or use advanced search.



Some of our collection cannot be instantly retrieved due to:

- Conservation and preservation policies. Sometimes this is due to how and where the item is stored and sometimes this is due to the fragility of the item itself, so we need to make a condition assessment.
- High value or uniqueness of an item. Senior curatorial authorisation needed.
- Audio/Visual material that may not be compatible with onsite equipment, so we need to first check system compatibility.

For these reasons, for some of the collection you will not see an 'Item Request' button but instead you will see -

[Contact us to request an appointment to view material](#)

By clicking on this button, you will be taken to an enquiry form where you can then specify your exact request. Please make sure you include all the required information. Online enquiries are assessed and assigned daily so it may take two working days for your request to be assessed and for you to receive a reply.