

Inter-Library Loans

Requesting Loans and Copies



Starting

Check Swinburne Library catalogue for holdings of the journal, book or conference.

Check COOLCAT and *Serials in Australian Libraries* for holdings in university libraries around Melbourne.

If it is not available at Swinburne or a library in the CAVAL system, request the item through Inter-Library Loans.

Inter-Library Loan request forms

Inter-Library Loan electronic request forms are online at <http://www.swin.edu.au/lib/info/interlending.htm>

Click on the *Place a Request* button and login to the Inter-library loans system using your OPAX login.

At the Main Menu click on the link to *Request a Book Loan* or *Request an Article Copy*. You will then see the Enter Patron Information screen.

Enter Patron Information

IMPORTANT: Please provide all details. Missing information will cause delays in processing your request.

Your Name – type your family name in capitals, followed by your given name in lower case. A second initial is helpful but not essential.

Your Library Barcode – the number that starts with U on your Swinburne ID card. All letters must be capitals.

Select your category – click on the button that best describes your status.

Select your School/Centre – click on the button beside the school or centre you belong to.

Your E-Mail address – type in your preferred e-mail address. This will be used to contact you.

Your daytime phone number – this may also be used to contact you

Your supervisor's name or your Swinburne internal mail address – If you are a student, type the name of your Supervisor e.g. SMITH, Betty. If you have a Swinburne internal mail address, type this on a new line e.g. Mail no. H50. Articles will be sent to this address. If you do not supply a mail number, all items will be held for you at the Loans Desk in the campus library you nominate.

Check that all your details are entered correctly then click the *Continue* button.

Book Loan Request

IMPORTANT: Provide as much information as possible. Missing details may cause delays. To avoid typing errors, you can copy and paste from other electronic documents, e.g. databases.

Author's Name – type the author(s) of the book, surname first, followed by first name or initial, e.g. Dickens, C.

Title – type the full title of the book. Do not abbreviate words, or substitute formulas or symbols for words.

Publisher - this may be a company, government body, professional association or other organisation

Place of Publication – city, or city and state

Publication Date – year only, e.g. 1998

ISBN – a ten-character number, e.g. 0-1234-8765-2
All letters must be capitals.

Proof read your request carefully NOW. You will be unable to change any details beyond this point.

Article Copy Request

IMPORTANT: Provide as much information as possible. Missing details may cause delays. To avoid typing errors, you can copy and paste from other electronic documents, e.g. databases.

Journal Title – type the full title of the journal, conference proceedings or book (for copy of a chapter). Do not use abbreviations. The box length is unlimited.

Series – fill only if the book or conference is in a series, e.g. Proceedings of SPIE: Vol. 4023



Volume and Issue – e.g. Vol. 3, no. 4
Issue date – e.g. May 1999
Pages – e.g. 34-55

ISSN – a six-character number, e.g. 1234-567X
In some databases this may appear as the IS field. All letters must be in capitals

Article Author – type the author(s) of the article, surname first, followed by first name or initial. eg. Smith, B.; Jones, T. & White, C.

Article Title – type the article title exactly as it appeared in your source of reference. Do not abbreviate words, or substitute formulas or symbols for words.

Source of Information – give details of where you found your information.
e.g. PsycINFO: 1997-01-0234 or PubMed: PID 76589.

Proof read your request carefully NOW. You will be unable to change any details beyond this point.

Copyright declaration

When you request a copy that you will keep, you must agree to observe requirements of the Copyright Act. Read the *Copyright Declaration* carefully, it is a legal document. When you click on the *Continue* button, you are accepting responsibility. If your copy request does not meet the Copyright requirements, cancel it by clicking on *Return to Main Menu*. (This requirement does not apply to book loan requests)

Verifying Information

When you click *Continue* at the bottom of the request form (Loan or Copy), the *Verify Information* screen is displayed.

Where do you want to pick up this item? – select a campus from the dropdown menu. If this is left unchecked, the item will be held for you at the Loans Desk at Hawthorn Campus Library.

Source of your information or comments – type in any further information that might be helpful, e.g. English translation required ; Chinese is Okay ; Ph.D. Thesis ;

Further Information

Contact the library information desks.
Library telephone numbers are listed at:
<http://www.swin.edu.au/lib/info/phone.htm>

Library web site

<http://www.swin.edu.au/lib>

Swinburne's copy is missing ; in press at time of reference. **IMPORTANT:** For Book Loan requests, give details of where you found your reference, as this is not elsewhere on the form.
e.g. PsycINFO: 1997-01-0234 or PubMed: PID 76589.

What is the last date you will accept this item? – type the date in the format: dd/mm/yyyy, e.g. 01/02/2004. ASAP will not be accepted. **This is a mandatory field.**

As you scroll down the page, your details and information about the request will be redisplayed for you to check.

Cancel the request

If you change your mind at any stage before you submit the request, click on the *Return to menu* link to cancel it.

Submit your request

To submit the request click on the *Continue* button. This will display a *Request submitted* screen which contains a *Submit another request* button and a *Return to menu* link.

More requests

You can submit another request of the same type (Copy or Loan) without having to re-enter your details. If you want to submit the other type of request, you have to return to the Main Menu. To do this, click on *Return to menu*.

Is my request submitted?

There is a time limit on the page. If a request is timed out, it will be submitted, even if the details are incomplete. If you are unsure that a request has been submitted, click on the *Track your requests* link from the Main Menu page and check the active requests page. It will appear here if the request has been submitted. Once a request has been submitted, you need to contact the Inter-Library Loan Office if you want to change it in any way. Please contact the Inter-Library Loans Office on 9214 8250 or email: mwilkinson@swin.edu.au, quoting the *Transaction ID* number and the information that needs changing.

Limits

There is a limit of twenty requests placed by one person per week, to allow timely and equitable processing of requests for everyone.

Always Return to the Main Menu screen before leaving the Inter-Library Loans system.