

UNIVERSITY OF PRETORIA

Dept of Library Services

Interlending Requests

2012



100
1908 - 2008



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA


Denkleiers • Leading Minds • Dikgopolo tša Dihalefi

HOW TO REQUEST MATERIAL ON INTERLOAN

(free service for postgraduate UP students and staff)

First register as an interlending client, by submitting the online registration form. The form can be found on our web pages under *Interlending*. Click on *Online Form*:

The screenshot shows the University of Pretoria Library website. The browser address bar displays <http://www.library.up.ac.za/edu/interlending.htm>. The page header includes the university logo and the text "UNIVERSITEIT VAN PRETORIA UNIVERSITY OF PRETORIA UNIBESITHI YA PRETORIA". The main navigation menu includes "Library Home", "About the Library", "Libraries / Units / Collections", "E-Resources", "Journals", "Catalogue", and "Contact". The breadcrumb trail reads "Library Home >> Faculty Libraries >> Education >> Interlending". The left sidebar contains a list of links, with "Interlending" circled in red. The main content area features a heading "Interlending of library material from other libraries" and a sub-heading "Register as an interlending user by either completing the: ONLINE FORM or the PRINT VERSION". A red arrow points from the "Interlending" link in the sidebar to this sub-heading. Below this, there are instructions for using the interlending facility, including a list of steps: 1. Only registered library users can register as interlending users. 2. Once you have been registered, register as an interlending user by completing the ONLINE FORM or the PRINT VERSION. 3. You will receive an User ID and Password via e-mail that you can then use to request material via SACat (Sabinet). 4. For inquiries regarding items requested in South Africa or internationally, please contact Mr Junior Baloyi.

You will receive your interlending passwords within 48 hours by e-mail from  |

Registered ID: 2834-***** (your student number)
(without any spaces!)

Password: 2834+**** (4 digit number allocated by Sabinet)
(without any spaces!)

As soon as you have received these passwords, you can proceed to request documents on interloan.

Please save your password for future reference!



To request documents on interloan, click on *Education Databases* on our web page:

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.library.up.ac.za/edu/>. The browser title is "Department of Library Services - Education - Windows Internet Explorer". The address bar shows the URL and a "Live Search" button. The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains various icons for home, search, print, and page settings.

The website content includes a navigation menu at the top with links: "Library Home", "About the Library", "Libraries / Units / Collections", "E-Resources", "Journals", "Catalogue", and "Contact". Below this, a breadcrumb trail reads "Library Home >> Faculty Libraries >> Education".

The main content area is titled "Education Library" and features a "Welcome to the Education Library, located on the Groenkloof Campus!" message. A "What's new?" section lists several updates, including a library closure notice for January 21, 2010, and information about training sessions and a mobile blog. A "Blogs & Wiki's" section provides links to the EduNews Blog, a blog for undergraduate students, and a bibliography of resources.

The left sidebar contains a list of links, with "Education Databases" circled in red. Other links include "Edu Library Home", "About Us", "Contact your Information Specialist", "Staff", "Collections", "Interlending", "Projects", "Referencing Guidelines", "Research Support", "Training", "Useful Links", "Library Facebook", and "Blogs, Wikis, Facebook, Flickr".

The right sidebar features a "Search" section with a "Catalogue Keyword Search" input field and a "Google Scholar Search" button. Below this is a "Quick Links" section with a list of links: "Teaching Support", "Research Support", "Assignment Support", "Copyright", "Plagiarism", "Referencing Techniques", and "Training".

The status bar at the bottom indicates "Done, but with errors on page." and "Unknown Zone (Mixed)". The zoom level is set to 100%.

Choose *SACat* for all interlending requests, both books and articles:

The screenshot shows a Windows Internet Explorer browser window titled "Education Library - Databases". The address bar displays the URL "http://www.library.up.ac.za/edu/edudatabases.htm". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The status bar at the bottom indicates "Done, but with errors on page." and "Unknown Zone (Mixed)".

The main content area is divided into several sections:

- Education Databases:** A list of database links including ERIC (CSA) (Education), ERIC (EBSCOHOST) (Education), History Resource Center: World, ISAP (Index to SA Periodical Articles: references only), Linguistics and Language Behavior Abstracts, MathSciNet, MLA International Bibliography (Languages & Literature), Physical Education Index, Psycinfo (Psychology), RefWorks, **SA Cat (Catalogue to books in SA libraries)** (circled in red), SA Meura (SA Newspaper articles: full text), SA ePublications (SA Journal articles: full text), ScienceDirect (Sciences), Scopus (Sciences), Sociological Abstracts, and Social Sciences Citation Index.
- Faculty of Education:** A section with a "Chat with the Webmaster" button (Away) and a message: "Green indicates that the webmaster is available for web inquiries".
- My Library Space:** A sidebar menu with links for Copyright, Plagiarism, Referencing Techniques, Training, Ask / Chat to a Librarian, My Library Record, Interlending Info - Requests, StudentWeb, and IntraUP.
- Library Intranet (Staff Only):** A link for staff access.

Verification

Millennium Web Catalog - Windows Internet Explorer

W%3Djournal%2Bof%2Bschool%2Bpsychology%26ST%3DContains Live Search

File Edit View Favorites Tools Help Links >>

Millennium Web Catalog Page Tools >>

**You must be a registered student/staff member to access library e-resources.
You need to type your student/personnel no. (without the P or S) and PIN.**

*****If you do not have a PIN or forgot your PIN: Click on the "Request a new PIN" link below and follow the instructions*****

Keep your pin confidential at all times. If there are more than five failed attempts to log in, the system will block access to the patron account for 3 minutes.

[UP & CSIR Libraries Enquiry](#)

Terms and Conditions: Access to E-Resources

Systematic and programmatic downloading of a large amount of information from the same journal/database is strictly against the Copyright Act 98 of 1978, as amended. It is also a violation of the Terms and Conditions of the licensing agreement with the Publisher. The definition of misconduct in the Disciplinary Code: Students, specifically includes the infringement of copyright. A contravention of this Code will constitute misconduct and will be referred to the

Student/Personnel no.
eg. 27438923 (CSIR
staff: 6 digits)

ENTER PIN

Done Local intranet 100%

Select SACat from the dropdown menu. The screen will automatically turn over:

Sabinet Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://0-search.sabinet.co.za.innopac.up.ac.za/WebZ/Authorize?sessionId=0&next=startscreen&bad=1> Go Links >>

Sabinet NEW SEARCH DATABASES HELP TERMS & CONDITIONS EXIT --- Portal Access --- -- other options --

Welcome to our Online Reference Services Help

Jump to Database: -- Select a Database to Search ---- i

~~The SACat database can be used for requesting documents from the Request link on the full display~~

Jump to Topic: ---- Select a Topic to Search ---- i

Click [here](#) to view a list of your subscribed databases

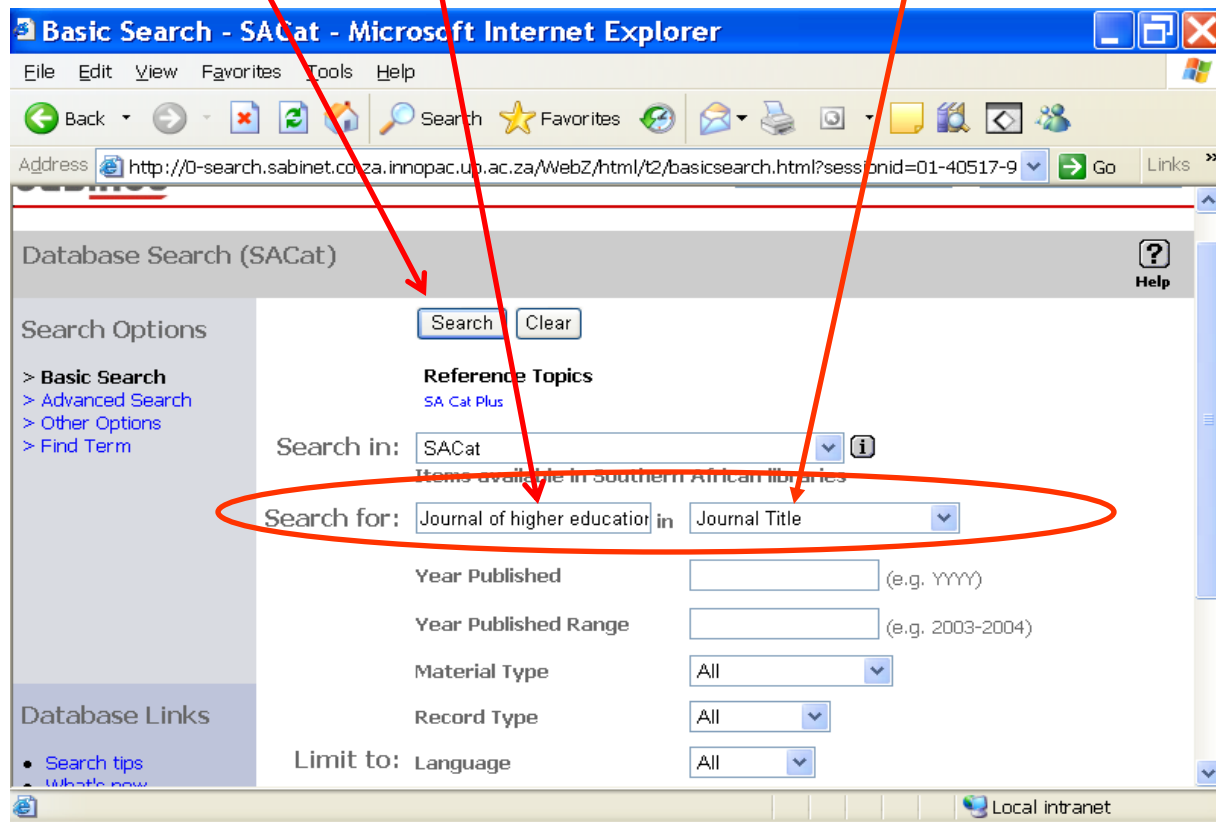
Click [here](#) to view a list of databases provided by Sabinet Online

Done Local intranet

1. Articles: Type in the **name of the journal** (**NOT** the title of the article!) as in your reference, without the volume or pages, and select *Journal Title* from the dropdown menu

2. For books, prefer the title of the book to the author, and select *Title* from the dropdown menu.

3. Then click on the **Search** button:



Click on the journal (or book) title:

Sabinet Online Search Results - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Stop

Address <http://0-search.sabinet.co.za.innopac.up.ac.za/WebZ/AdvancedQuery?sessionid=01-40517-952491207> Go Links

items items this page to email

- 1. [The journal of higher education \[electronic resource\].](#)
Journal Title: Journal of higher education (Columbus, Ohio. Online) **Published:** Columbus, Ohio : Ohio State University Press, 1930-
Database: SACat
- 2. [Journal of computing in higher education / Nercomp.](#)
Journal Title: Journal of computing in higher education **Published:** Ashfield, Mass. : Paideia Publishers, c1989-
Description: v. : ill. ; 23 cm.
Database: SACat
- 3. [Journal of marketing for higher education.](#)
Journal Title: Journal of marketing for higher education. **Published:** Binghamton, NY : Haworth Press, c1988-c1988-.
Description: v ; 22 cm.
Database: SACat
- 4. [The Journal of higher education.](#)
Journal Title: The Journal of higher education. **Published:** [Columbus] Ohio State University Press
Description: v. 26 cm.
Database: SACat
- 5. [International journal of institutional management in higher education.](#)
Journal Title: International journal of institutional management in higher education **Published:** Paris : Centre for Educational Research and Innovation, Organisation for Economic Co-operation and Development.
Description: 12 v ; 24 cm.
Linking entry complexity note: Continued by: Higher education management. **Database:** SACat
- 6. [The Canadian journal of higher education. La revue canadienne d'enseignement supérieur. Revue canadienne d'enseignement supérieur](#)

Done Unknown Zone (Mixed)

Click on *Request* next to *Interlibrary loan*:

The screenshot shows a Microsoft Internet Explorer browser window titled "Sabinet Online Record Display". The address bar contains the URL: <http://0-search.sabinet.co.za.innopac.up.ac.za/WebZ/FETCH?sessionId=01-40517-952491207&recno=>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Refresh, Home, Search, Favorites, and other navigation tools. The main content area displays the Sabinet logo and navigation links: NEW SEARCH, DATABASES, HELP, TERMS & CONDITIONS, and EXIT. Below these are dropdown menus for "Portal Access" and "other options". The search results section is titled "Full Search Results" and includes a "Next: 1 11" indicator. A toolbar with navigation icons and buttons for "request", "e-mail", and "print display" is visible. The search results list includes a link for "Interlibrary Loan Request" which is circled in red. Below this link, the record details for "JSTOR" are shown, including the title "The Journal of higher education", corporate name "Ohio State University", and electronic access URL.

Sabinet Online Record Display - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://0-search.sabinet.co.za.innopac.up.ac.za/WebZ/FETCH?sessionId=01-40517-952491207&recno=> Go Links >>

Sabinet NEW SEARCH DATABASES HELP TERMS & CONDITIONS EXIT --- Portal Access --- -- other options --

Full Search Results

Next: 1 11

results request e-mail print display

Interlibrary Loan Request

Database SAcet

JSTOR

Title The Journal of higher education. The Journal of higher education.

Journal Title The Journal of higher education.

Corporate Name [Ohio State University.](#)
[American Association for Higher Education.](#)

Electronic Access <http://0-www.jstor.org.innopac.up.ac.za:80/journals/00221546.html>

Published [Columbus] Ohio State University Press.

Description v. 26 cm.

Done Unknown Zone (Mixed)

Type in your interlending registration numbers:
User ID: 2834-***** (your student no), and Password: 2834+****(4 digit Sabinet no), and click on *Submit*:

Sabinet Online Authorization - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://0-search.sabinet.co.za.innopac.up.ac.za/WebZ/html/t2/ILL/ODIillform.html?sessionId=01-40517> Go Links >>

Sabinet NEW SEARCH DATABASES HELP TERMS & CONDITIONS EXIT --- Portal Access --- -- other options --

Please Log on.

Please enter your Interlending UserID and Password.

If you do not have authorisation please contact your Interlibrary Loan department for access. If not linked to a library, click here to register with Sabinet Online for ordering documents

User ID:

Password:

submit

The option for creating requests is available on:
Weekdays: 6:30 until 21:00
Saturdays: 6:30 until 17:00

[return](#)

Done Local intranet

A Screen with your particulars will open:

DRSS ILL Request Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://0-search.sabinet.co.za.innopac.up.ac.za/WebZ/ODIAuthorize?sessionid=01-40517-952491207> Go Links >>

Sabinet NEW SEARCH DATABASES HELP TERMS & CONDITIONS EXIT --- Portal Access --- -- other options --

IL Requests IL Request: ▾

SACat Interlibrary Loan Request

Your Information...

Title:	Mr	Department:	Education Management &
First Name:	A	SSN:	CCG
Middle Initial:	M	Email Address:	abbey@hesa-enrol.ac.za
Last Name:	Mathekga	Contact Number:	082 351 6441
Suffix:	2834+1514	Contact Method:	EMAIL ▾
Status:	09/04/2008 PhD		
ID Number:	2834-20267682		

Done Local intranet

Scroll down and **leave all the windows open**, except the following 3:

- type in the **Need by date** in the format indicated (at least 7 days in advance)
- for articles, change **Loan** to **Copy-nonreturnable** by clicking on the dropdown menu
- for articles, check that **Serial** is displayed:

DRSS ILL Request Form - Microsoft Internet Explorer

Address <http://0-search.sabinet.co.za.innopac.up.ac.za/WebZ/ODIAuthorize?sessionId=01-40517-952491207>

Requesting information:

Need By: (YYYYMMDD) *

Maximum cost for borrowing the item:

Currency Code: USD - US Dollar

Payment Method: Other

Account Number: (012) 481-2916

Copyright Compliance:

ILL Service Type: COPY-NON-RETURNABLE Set to "LOAN" for books and "COPY-NON-RETU...

Bibliographic Information:

Item Type: SERIAL Set to "MONOGRAPH" for books and "SERIAL" for articles.

Held Medium Type: PRINTED

Title: The Journal of higher education.

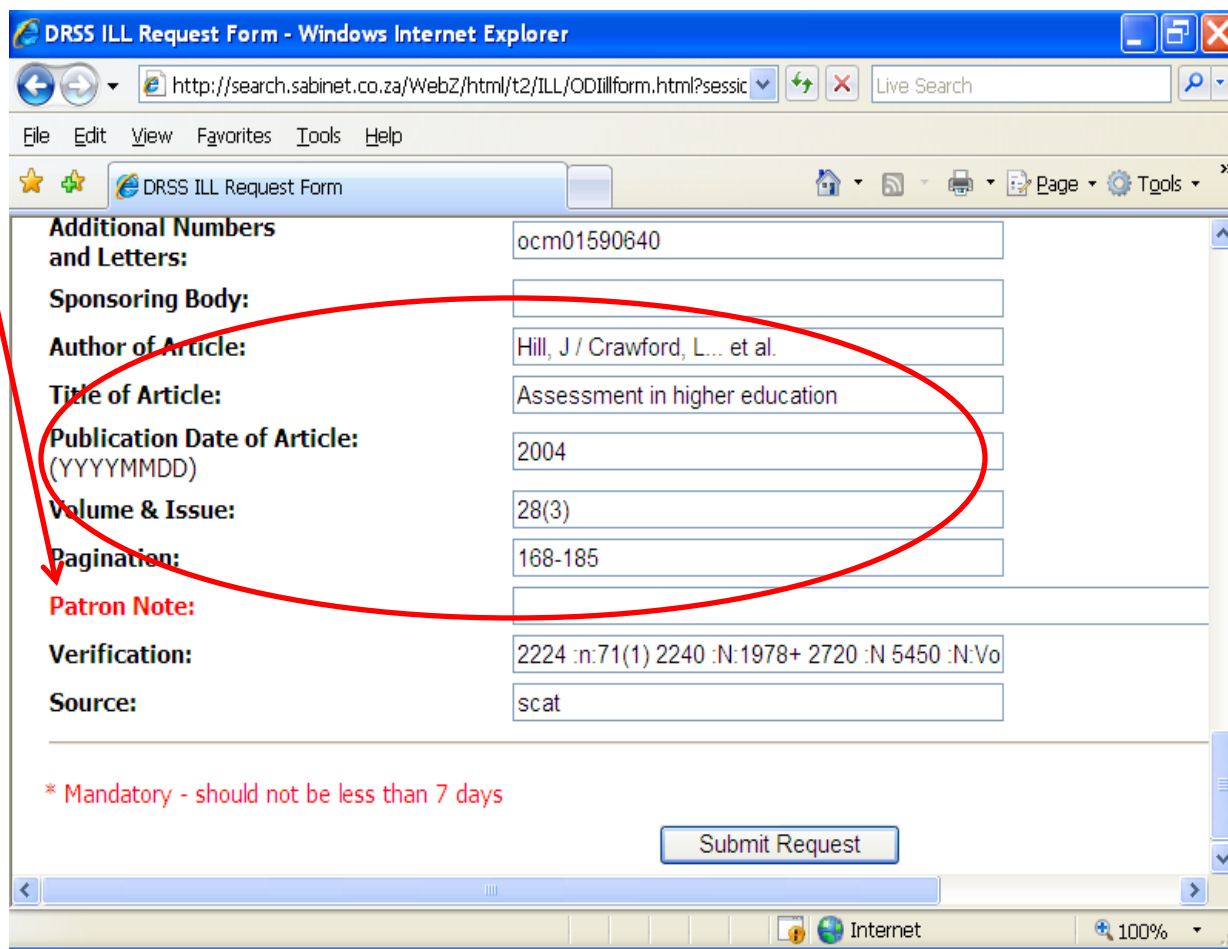
Subtitle:

Local intranet 17 April 2008

Scroll further down the page.

- If a book, just click the *Submit Request* button

- If an article, first type in the particulars of the article you want just above the Patron Note, and then click on the *Submit Request* button:



DRSS ILL Request Form - Windows Internet Explorer

http://search.sabinet.co.za/WebZ/html/t2/ILL/ODillform.html?sessic Live Search

File Edit View Favorites Tools Help

DRSS ILL Request Form

Additional Numbers and Letters:	ocm01590640
Sponsoring Body:	
Author of Article:	Hill, J / Crawford, L... et al.
Title of Article:	Assessment in higher education
Publication Date of Article: (YYYYMMDD)	2004
Volume & Issue:	28(3)
Pagination:	168-185
Patron Note:	
Verification:	2224 :n:71(1) 2240 :N:1978+ 2720 :N 5450 :N:Vo
Source:	scat

* Mandatory - should not be less than 7 days

Submit Request

Internet 100%

- Write down the *Request ID number* next to the reference in your files/papers. It is proof that your request has been registered in the system.
- If no request number is displayed, click on the *Back* button and re-submit.
- Contact Mr Junior Baloyi and refer to this no. if you haven't received your material after 2 weeks.

Sabinet Online ILL Confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Taskbar

Address <http://0-search.sabinet.co.za.innopac.up.ac.za/WebZ/ODIRequest?sessionid=01-40517-9524912078&b:> Go Links >>

Sabinet NEW SEARCH DATABASES HELP TERMS & CONDITIONS EXIT --- Portal Access --- -- other options --

IL Requests IL Request: [v]

ILL Request Sent

Request ID: 2870632

Patron information

<i>Title:</i>	Mr
<i>First Name:</i>	A
<i>Middle Initial:</i>	M
<i>Last Name:</i>	Mathekga
<i>Suffix:</i>	2834+1514
<i>Status:</i>	09/04/2008 PhD
<i>Id Number:</i>	2834-20267682
<i>Unit ID:</i>	2834
<i>Department:</i>	Education Management & Policy Studies
<i>SSN:</i>	CCG
<i>Contact Number:</i>	082 351 6441

Done Local intranet

Click on *New Search* to submit your next request, or
Exit

Sabinet Online ILL Confirmation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://0-search.sabinet.co.za.innopac.up.ac.za/WebZ/ODIRequest?sessionid=01-40517-9524912078&b: Go Links >>

Sabinet **NEW SEARCH** DATABASES HELP TERMS & CONDITIONS EXIT --- Portal Access --- -- other options --

IL Requests IL Request: ▾

ILL Request Sent

Request ID: 2870632

Patron Information

Title: Mr

First Name: A

Middle Initial: M

Last Name: Mathekga

Suffix: 2834+1514

Status: 09/04/2008 PhD

Id Number: 2834-20267682

Unit ID: 2834

Department: Education Management & Policy Studies

SSN: CCG

Contact Number: 082 351 6441

Done Local intranet