

How to make an Interloan request

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1. Logging in

- Choose the **Login** button on the Library [Interloan page](#).
- Login to the Interloan service using your Victoria University username and password.



The screenshot shows the login page for the Interloans Service. At the top left is the Victoria University of Wellington logo with the text 'TE WHARE WĀNANGA O TE ĀPOKO O TE ĀRA A MĀUI' and 'VICTORIA UNIVERSITY OF WELLINGTON'. Below the logo is the heading 'Login Page'. A message states: 'You are accessing service **Interloans Service OCLC Australia and New Zealand** at proxy.vdxhost.com'. Below this, it says 'Please login with your VUW username and password.' There are two input fields: 'Username:' and 'Password:'. A 'Continue' button is located below the password field.

2. Finding a book/thesis or chapter

- Type the title of the book or thesis into the **Title** box.
- Add the **author** to get more exact results.
- Chapter details are added later.
- If you know the exact title use quotation marks to limit the search. E.g. "Wind in the Willows".

Field	Search Term	Operator
Title	"1000 tips by 100 eco architects"	and
Author		and
ISBN		<input type="button" value="Search"/>

- If you know the ISBN of the book or thesis you can choose **ISBN** for the third search box and type in the number.
- Choose the button.

3. Finding a journal article

(If you are searching Te Waharoa see the "Making a request for an article found on Te Waharoa" section on page 5).

- Type in the journal **title** (not the article title) in the **Title** box.
- Add the **ISSN** into the third search box OR choose **Any** for this search box and type the word "**periodicals**" to get more exact results.
- Article details are added later.

Field	Search Term	Operator
Title	"Insect molecular biology"	and
Author		and
ISSN	0962-1075	<input type="button" value="Search"/>

- Choose the button.

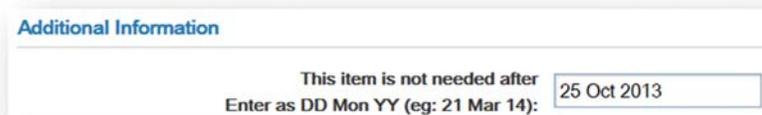
4. Making a request

Book or Thesis

- If you are requesting a book or thesis choose the  button.
- It does not matter which collection the item is held in. Requests will all be searched for in New Zealand first then Australia.



- Go to the bottom of the request form and enter the date you require the Interloan by in the Additional Information section:

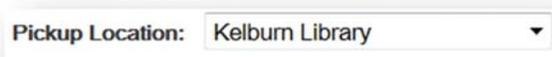


Additional Information

This item is not needed after

Enter as DD Mon YY (eg: 21 Mar 14):

- Enter a **Pickup Location** for where you want to collect the book/thesis from.
- If you are a **Distance** student choose the 'Distance' pick up location and the book/thesis will be posted to you.



Pickup Location:

- Choose the  button.

Journal article or book/thesis chapter

- There could be a number of entries for the same title in the results.
- It does not matter which collection the item is held in. Requests will all be searched for in New Zealand first then Australia.
- Choose the  button for one of the correct titles.

1. [Journal of nursing education and practice \[electronic resource\].](#) 

 Format: Ejournal | Date: 2011 | Collection: Te Puna

[Save](#) [Details](#) [Get it!](#)

2. [Journal of Nursing Education and Practice \[electronic resource\].](#)

 Format: Print Journal | Date: Unknown | Collection: WorldCat

[Save](#) [Details](#) [Get it!](#)

- Enter article or book/thesis chapter details in the **Part Details** section.

Part Details

If you only require a copy of part of this item then please enter details here.

Author of Paper:	Matthews, P
Title of Paper:	Nursing in Practice
Date Part Published:	2011
* Volume/Issue:	14/6
Pages:	45-52

- Go to the bottom of the request form and enter the date you require the Interloan by in the Additional Information section:

Additional Information

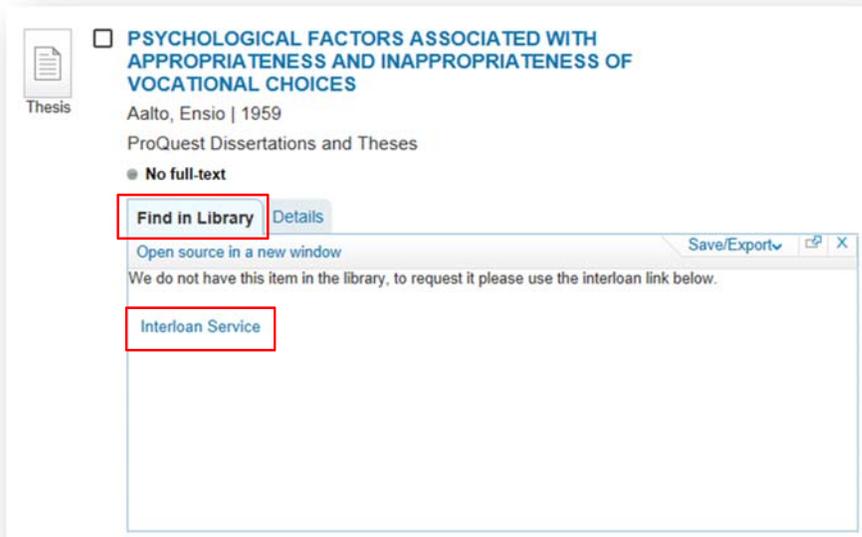
This item is not needed after

Enter as DD Mon YY (eg: 21 Mar 14):

- Choose the **Request** button.
- If you request a chapter or article you will be required to accept a copyright declaration before the request is submitted.

5. Making a request for an article found on Te Waharoa

- If you have found the article you want on **Te Waharoa** choose the **Find in Library** tab:



- Choose the **Interloan Service** link.
- **Login** to the Interloan service using your Victoria University username and password.



- An Interloan request form will appear.

Results / Search Results / Home

My Requests

Request

Service: Book/Thesis Article/Chapter

Copyright Type: Fair Dealing

Title:

Subtitle:

Author:

Part Details

If you only require a copy of part of this item then please enter details here.

Title of Chapter/Article/Paper:

Volume:

Pages:

Publication Details

Publisher: ProQuest Dissertations Publishing

Place of Publication:

Date Published:

Item Description:

ISBN:

ISSN:

- Enter any additional details.
- Go to the bottom of the request form and enter the date you require the Interloan by in the Additional Information section:

Additional Information

This item is not needed after

Enter as DD Mon YY (eg: 21 Mar 14):

- Choose the **Request** button.
- If you request a chapter or article you will be required to accept a copyright declaration before the request is submitted.

6. Making an urgent request

- If your request is **urgent** enter 'Urgent request – cost accepted' into the **Need this urgently?** box
- Urgent requests (New Zealand only) cost \$20.00 and usually arrive in 24-48 hours, weekends excluded.

Additional Comments:
Need this urgently? Please enter 'Urgent request - cost accepted'
Urgent requests cost \$20.00
If you are charging to a department account or research grant, please note account number.

Urgent request - cost accepted

7. What to do if your request is not found

- If you have searched and are unable to find the title that you are looking for then you can create a manual request.
- Choose the **Create Manual Request** link which appears on the screen when no search results are found.

Waiting for details to be returned.



[If this page does not refresh automatically, then you can reload it by clicking here or click with the right mouse button and select reload/refresh from the menu.](#)

Total Hits:	Total Returned:
0	0

Can't find the item? Create [Manual Request](#)

- Fill out your request details in the **create request** form and choose 

8. When your Interloan arrives

- When your Interloan arrives at the Library an email will be sent to you.
- Articles and chapters are sent electronically. A link to the article will be included in the email. You can sign in and download your request.
- Books or theses can be collected from Vic Info, Level 2 of the Kelburn Library or from the campus library you chose as your pick up location.

9. How to request a renewal for your Interloan

Renewals are able to be requested for some Interloans.

If your Interloan has “No Renewals” in the title renewals are not allowed by the library who supplied the loan. A library may also not allow a renewal when a renewal has been given previously or if there is another request for the loan.

If your Interloan is from an international Library (outside of New Zealand and Australia) please email Library-Interloans@vuw.ac.nz to request a renewal.

- To request a renewal login to the Interloan service following the instructions in Section 1 on page 1.
- Choose the **My Requests** link under the **My Account** heading in the sidebar.

Field	Search Term	Operator
Title (*)		and
Author (*)		and
Subject Heading (*)		Search

Refinement: On Off Records per page: 10

Profile

Current Profile: Victoria University of Wellington Users
Description:

- Next to your current Interloan request/s there will be a **Renew** button.

Requests List

Jump to ILL:

Records per page: 10

Sort by ILL Number descending ascending

Show everything

Sort by descending ascending

25 requests found Page: 1 2 3 [Next](#) >

ILL Number: **5569**
 Author: Bunting, Eve 1928-;Smith, Maggie 1965- illustrator.
 Title: [Our library](#)
 Status: Received
 Circulation Status:
 Date Due: 03 Aug 2017
 Pickup Location: Kelburn Library

- Choose the **Renew** button
- On the **Renew Request** page the current due date of the Interloan will be displayed.
- Choose Request.

Renew Request

Date Due: 03 Aug 2017

- A message will be displayed to show your renewal request has been submitted.

Renew Request

Your request for renewal of this item has been sent to the library from which it was borrowed.
 Use the [My Requests](#) option to track the status of this request.

- You can track the progress of your renewal request by returning to the **My Requests** page.
- Initially there will be no change to the Interloans Status or Due Date.
- Your renewal request will go to the Library who supplied the Interloan and the status will change to **Renewal Requested**.
- The Library who supplied the Interloan will either approve the renewal and extend the due date or decline the renewal.

- You will then receive an email with a new due date or an email to say that the Interloan could not be renewed.
- If the renewal is declined you need to return the Interloan by the original due date.

10. Status messages

- The following status messages could appear on your requests.
 - The messages are automatically generated by the system and you do not need to take any action.
- **Answer – will supply:** The supplying library has agreed they will supply and we are waiting for them to send it.
 - **In process:** This is a new request that is waiting to be actioned by Interloan staff.
 - **New:** This is a new request that is waiting to be actioned by Interloan staff.
 - **Pending:** The item has been requested from a library and we are waiting on a response.
 - **Request:** Library staff are still to approve and action the request, or it has already been requested from a library.
 - **Received:** The Interloan has arrived.
 - **Completed:** The request has been fulfilled.
 - **Returned:** The Interloan book/thesis has been returned to the supplying library.
 - **Renewal requested:** We have applied for a renewal and are waiting to hear back from the supplying library.
 - **Shipped:** The supplying library has sent the item and we are waiting for it to arrive.

11. Would you like more help?

You can ask for help at any library service point or contact us by phone or email:

Email: library-interloans@vuw.ac.nz

Phone: (04) 463 5693