

Curtin Library Document Delivery Service

HOW TO SEARCH AND REQUEST BOOKS, BOOK CHAPTERS, AUDIO VISUAL ITEMS AND CONFERENCE PROCEEDINGS

Enter your **Student or Staff ID** and click on login. You do not need to use your Password.

Enter your **search terms**. (Note: A search using the ISBN or ISSN can be more effective than a title search.)

Do not use the letter A, The, An etc in the front of the title. Do not use abbreviated words in title searches.

Choose which of the **Searchable Collections** to search by ticking or unticking the boxes.

Click **Search**

The example below is searching using the title and author of a book: *Management theory and application* by Lesley Rue and Lloyd Byars.

Curtin University of Technology **Curtin Library Document Delivery Service**
for staff, Postgraduate and Honours students
Search the Curtin Catalogue before placing a request

Search **Search and Request**

Enter Journal or Book title here. You will be asked for Article or Chapter headings later.

Field	Search Term	Operator
Journal/Book Title (*)	management theory and applicati	and
Book Author/Editor (*)	rue	and
ISBN/ISSN (*)		

Records per page: 10

Searchable Collections

- British Library
- CISTI
- Libraries Australia collection
- New Zealand Libraries
- WA University Catalogues
- WorldCat

Select All Deselect All

Following the search the results will be displayed.

If your search found too many records you can:

- Sort Duplicate titles by using the **Merge Duplicates** button.
- Search again within those results by entering another word/phrase in the box next to **Search within Results**.

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USER: 167186K (167186K) [Sign Out](#)

Results / Search Results

Search Search Results

Search and Request

Search History You searched for **(("management" AND "theory") AND "application") AND "rue")** in [Edith Cowan University](#), [Murdoch Library](#), [UWA Library](#), [Curtin Library](#), [Libraries Australia](#), [CISTI Catalogue](#), [British Library](#), [WorldCat](#), [New Zealand Libraries](#).

Results

Search Results Refine results: [Search within Results](#)

Sort Options

Page: [Prev] 1 2 3 [Next] >

[Merge Duplicates](#)

Filter Options

Search Status

Save This Search

My Account

Saved List

Saved Searches

My Requests

Sign Out

Help

Help

Contact


- [Management : theory and application / Leslie W. Rue and Lloyd L. Byars.](#)
Authors: Rue, Leslie W. | Imprint: Homewood, Ill. : R. D. Irwin, 1977. | Description: xvii, 631 p. : ill. ; 25 cm.
Format: Book | Date: 1977 | Collection: Libraries Australia
[Save](#) [Details](#) [Get it!](#)
- [Management : theory and application / Leslie W. Rue, Lloyd L. Byars.](#)
Authors: Rue, Leslie W. | Imprint: Homewood, Ill. : R. D. Irwin, 1980. | Description: xiv, 615 p. : ill. ; 25 cm.
Format: Book | Date: 1980 | Collection: Libraries Australia
[Save](#) [Details](#) [Get it!](#)
- [Management : theory and application / Leslie W. Rue, Lloyd L. Byars.](#)
Authors: Rue, Leslie W. | Imprint: Homewood, Ill. : R. D. Irwin, 1983. | Description: xxix, 686 p. : ill. ; 24 cm.
Format: Book | Date: 1983 | Collection: Libraries Australia
[Save](#) [Details](#) [Get it!](#)
- [Management : theory and application / Leslie W. Rue, Lloyd L. Byars.](#)
Authors: Rue, Leslie W. | Imprint: Homewood, Ill. : Irwin, 1986. | Description: xvii, 649 p. : ill. ; 25 cm.
Format: Book | Date: 1986 | Collection: Libraries Australia
[Save](#) [Details](#) [Get it!](#)

If the item you require is held at the **Curtin Library**, collect it from the shelf. If it is only available at another Curtin campus, place an intercampus loan request via the Library catalogue. Instructions on how to do this can be found at: <http://library.curtin.edu.au/study-and-research-tools/online-tutorials/using-the-catalogue/recalling-and-requesting.cfm>

To request the item from a non-Curtin Library, click on **Get It!**

You do not need to select a record which indicates the item is available. The automated Document Delivery system or the Document Delivery staff will do that.

The request form will populate with the details from the record that you have chosen.



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My Requests

[Request](#)

Service: Loan Copy

Copyright Type:

Title of Book:

Subtitle:

Author(s)/Editor(s):

Sponsoring Body:

Part Details

To add part details please select Copy on the Service button above.
If you only require a copy of part of this item then please enter details here.

Author of Chapter/Article/Paper:

Title of Chapter/Article/Paper:

Volume/Issue:

Pages:

Publication Details

Series title and numbering:

Publisher:

Place of Publication:

Date Published:

Edition:

Item Description:

ISBN:

ISSN:

UPC:

Reference Source:

Format:

Numbers:

Additional Information

This item is not needed after:

Email:

Message:

Holdings

Location Symbol:	Location:	Call Number:	Availability:	Local Cont
BUSINESS	University of WA - DDU	658.4 1977-27	AVAILABLE	87600

Pickup Location: [Request](#)

VDX 4.1.1 (Build 210)
[VDXWBE02]

If you require a copy of a chapter or pages enter the relevant information in the **Part Details** section. Fill in the author; title of chapter/article/paper; volume, issue and page numbers.

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Part Details

[Request](#)

Service: Loan Copy

Copyright Type:

Title of Book:

Subtitle:

Author(s)/Editor(s):

Sponsoring Body:

Author of Chapter/Article/Paper:

Title of Chapter/Article/Paper:

Volume/Issue:

Pages:

Enter any further details that you may have in the appropriate fields or type in the message field.

Additional Information

This item is not needed after: 08 SEP 2010
Email: S.M.Wilson@curtin.edu.au

Message:

Holdings

Location Symbol:	Location:	Call Number:	Availability:	Local Cont
BUSINESS	University of WA - DDU	658.4 1977-27	AVAILABLE	87600

Pickup Location: Robertson Library

Request

Then click on **Request** when you are satisfied that you have filled out as much information as possible in the correct fields. If you request a copy of a chapter, the Copyright Declaration will appear for you to read and accept.

Make a note of the **Request ID** number or print the details for tracking purposes.

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Search the Curtin Catalogue before placing a request

Search Request Result

Search and Request
Search History Your request has been successfully catalogued.

Results
Search Results The system has assigned an id of **600487** to the request.
Sort Options
Merge Duplicates Use the [My Requests](#) option to track the status of this request.
Filter Options

If your search has not found a record of the **Conference Proceedings** that you require, click on **Create Request**. Fill out the blank form with as much detail as possible and click on **Request**.

Status: Search Complete
Total Hits: 0
Total Returned: 0
Duplicates: 0

Item not found? Return to [Search and Request](#) or fill in [Create Request](#)

If you are an **Off Campus student** or a **Research Staff member** you can choose the pickup location. The default is for pickup from the Robertson Library, Curtin University, Bentley Campus.

Message:

Pickup Location: Robertson Library

- Robertson Library
- Kalgoorlie Campus Library
- Muresk Library
- Murray Street Library
- Robertson Library
- Send to Home

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[VDXWEB03]

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Tracking, cancelling and receiving your request

Log in, go to the **My Account** menu and select the **My Requests** option. The following screen will be displayed.

The screenshot shows the 'Requests List' page. The sidebar on the left includes 'My Requests' (circled in red), 'My Account', 'Saved List', 'Saved Searches', 'Sign Out', and 'Help'. The main content area displays two request entries. The first entry has an ILL Number of 1588, Article Author Brown, Article Title 'Mind Mapping', Author 'Murchison, Carl Allanmore, 1887-; EBSCO Business Source Complete', Journal Title 'The Journal of psychology', Status 'New', Circulation Status 'New', Needed by '03 Mar 2010', and Pickup Location 'Curtin University'. The second entry has an ILL Number of 1352, Article Title 'chapter 10', Author 'Zdziarski, Jonathan A.', Title 'iPhone open application development', Status 'New', Circulation Status 'New', and Needed by '27 Feb 2010'. A 'Sort by' dropdown menu is open, showing options: 'ILL No. (high to low)', 'ILL No. (low to high)', 'ILL No. (high to low)', 'Author', 'Title', and 'Need by date'. The 'Cancel' and 'Details' buttons at the bottom right of the request list are also circled in red.

You can **Sort** your requests by using the drop down menu to the right of the screen (as shown below). You can **Sort** by Title, Author or ILL No (Request number).

The **Status** messages are explained below:

- New** - A new request is waiting to be processed **or** the request has not been fulfilled.
- Pending** - The requesting process has started but not yet received.
- Shipped** - The supplier has sent the item.
- Received** - The item has been received at your requesting library.
- Renewal Requested** - Your library has asked for a renewal.
- Overdue** - Your request is overdue to be returned to the supplying library.
- Returned** - The item has been sent back to the supplying library.
- Recalled** - The supplying library has asked for the item to be sent back.
- Lost** - The requesting or supplying library has reported the item is lost or it never arrived.
- Damaged** - The requesting or responding library has reported the item is damaged.
- Cancelled** - Your request is now cancelled either by yourself or by the Library.

You can cancel a request before an item arrives from the supplying library by clicking on the **Cancel** option.

Receiving your request

When a **Loan** arrives at Curtin Library from a Supplying library you will receive an automatic email message indicating the item is ready to be picked up at the library that you have specified.

When a **copy** request (article or chapter) arrives you will receive an automatic email message instructing you to collect your electronic document online from the Curtin Library Document Delivery Service web page <https://curtin.vdxhost.com/zportal> . Log in and go to the **My Account** menu, select the **My Requests** option and click on the [pdf](#) link to download your article.

Assistance

For Help or Information please contact your Faculty Librarian:
http://library.curtin.edu.au/about_us/corporate/staff/fac_staff.html

OR send a query:
<http://library.curtin.edu.au/help/contact/contact-a-librarian.cfm>

OR phone the Library Reference Desk on 9266 2145.