

Requesting non-SCU items

You might find an article or book that is key for your research that SCU does not have access to. SCU Library allows all students to borrow items from other Libraries, see [The item you want is not at SCU](#) on our webpage for details about what you are eligible to borrow.

Prior to requesting a non-SCU item

Try these three places to confirm you are not able to locate the item:

1. Google (or your preferred search engine) - this is in case the item is freely available online
2. Google Scholar – this is in case the item has been posted in a digital repository or social network and is freely available online
3. SCU Library catalogue – Make sure you are signed in to the catalogue

Did you know?

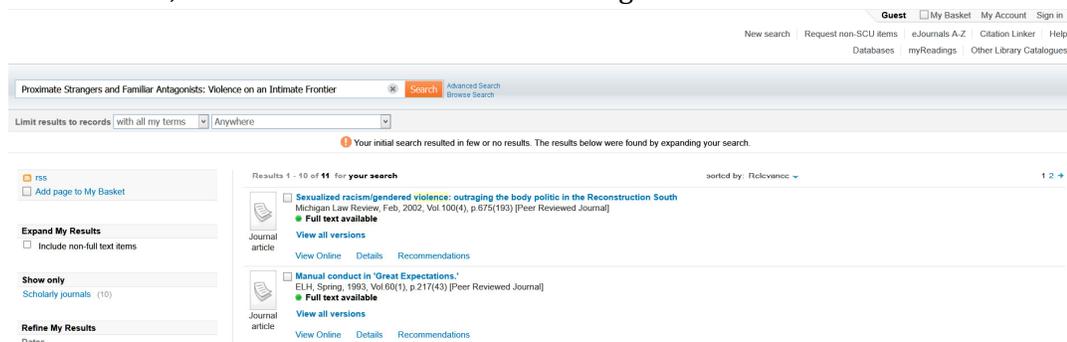
Signing to the SCU Library catalogue when searching maximizes your search results

- a. Open the SCU Library homepage: <http://scu.edu.au/library/> and enter the article title in the search box:

Library

Proximate Strangers and Familiar Antagonists: Violence on an Intimate Frontier 

- b. Click **Search**, this will return a search confirming if we have the article:



The screenshot shows the SCU Library search interface. At the top right, there are links for 'Guest', 'My Basket', 'My Account', and 'Sign in'. Below these are navigation links: 'New search', 'Request non-SCU items', 'eJournals A-Z', 'Citation Linker', 'Help', 'Databases', 'myReadings', and 'Other Library Catalogues'. The search bar contains the text 'Proximate Strangers and Familiar Antagonists: Violence on an Intimate Frontier' and a 'Search' button. Below the search bar, there are filters for 'Limit results to records with all my terms' and 'Anywhere'. A message states: 'Your initial search resulted in few or no results. The results below were found by expanding your search.' The results are sorted by 'Relevance' and show two items:

- 1. Sexualized racism/gendered violence: outraging the body politic in the Reconstruction South. Michigan Law Review, Feb. 2002, Vol 100(4), p 675(193) [Peer Reviewed Journal]. Full text available. View all versions, View Online, Details, Recommendations.
- 2. Manual conduct in 'Great Expectations.' ELJ, Spring, 1993, Vol 60(1), p 217(43) [Peer Reviewed Journal]. Full text available. View all versions, View Online, Details, Recommendations.

- c. Click the **Sign in** option in the top right corner

scu.edu.au

Lismore

PO Box 157, Lismore NSW 2480 Australia
T: +61 2 6620 3000 · F: +61 2 6620 3700

Coffs Harbour

Hogbin Drive, Coffs Harbour NSW 2450 Australia
T: +61 2 6659 3777 · F: +61 2 6659 3051

Gold Coast

Locked Mail Bag 4, Coolangatta QLD 4225 Australia
T: +61 7 5589 3000 · F: +61 7 5589 3700

[Guest](#)
 [My Basket](#)
[My Account](#)
[Sign in](#)

[New search](#) | [Request non-SCU items](#) | [eJournals A-Z](#) | [Citation Linker](#) | [Help](#)

[Databases](#) | [myReadings](#) | [Other Library Catalogues](#)

- d. Sign in using your student or staff ID and the last 4 digits of your student or staff ID:

Student / staff ID number

PIN:
(Last 4 digits of number used above)

- e. Click **Login** and you will be brought back to the search screen with your name showing in the top right:

Bezanson, Maureen
 [My Basket](#)
[My Account](#)
[Sign out](#)

[New search](#) | [Request non-SCU items](#) | [eJournals A-Z](#) | [Citation Linker](#) | [Help](#)

[Databases](#) | [myReadings](#) | [Other Library Catalogues](#)

- f. Check the search results again to make sure the item isn't now available, then proceed to the **Request a non-SCU item** instructions below.

Request a non-SCU item

To request an item from another library, you need to fill out the **Request a non-SCU** item form. There are two ways to do this:

- [Search beyond the SCU collection](#) and request items found in this extended search
 - This is best way to search if you are looking for a specific article or chapter from a book
- [Fill out a blank Request non-SCU item form](#)
 - This is the option you would choose if you are requesting a whole book or if the article or chapter is not found when searching beyond the SCU collection

scu.edu.au

Lismore

PO Box 157, Lismore NSW 2480 Australia
 T. +61 2 6620 3000 · F. +61 2 6620 3700

Coffs Harbour

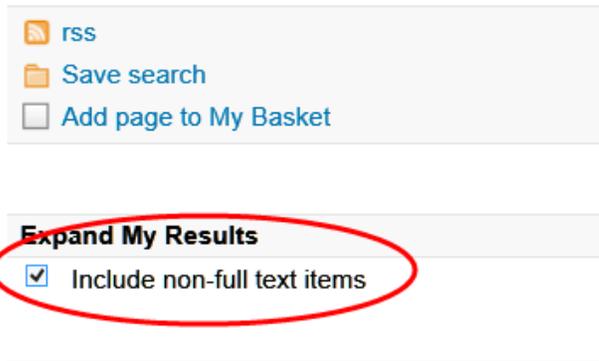
Hogbin Drive, Coffs Harbour NSW 2450 Australia
 T. +61 2 6659 3777 · F. +61 2 6659 3051

Gold Coast

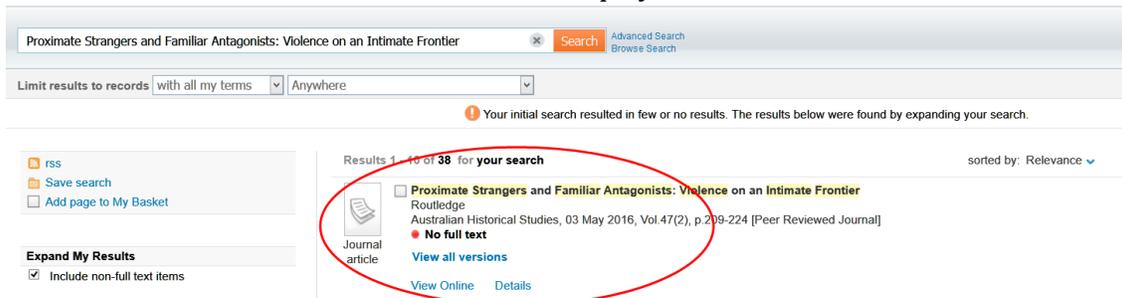
Locked Mail Bag 4, Coolangatta QLD 4225 Australia
 T. +61 7 5589 3000 · F. +61 7 5589 3700

Search beyond the SCU collection

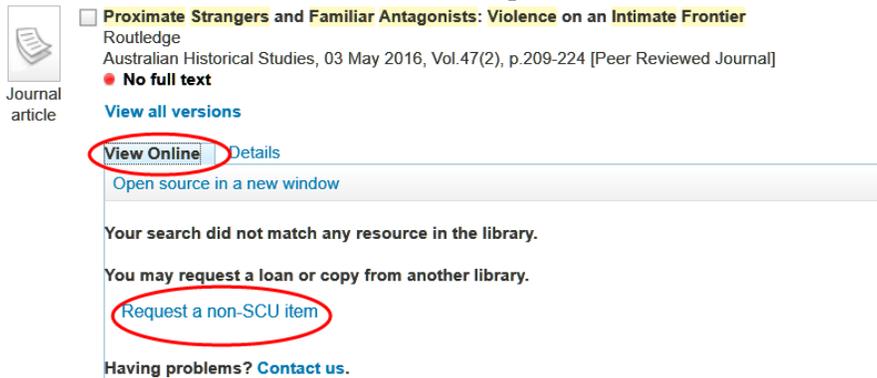
1. Search for the article in the SCU catalogue (make sure you are signed in to the catalogue per the instructions above).
2. Click the **Include non-full text items** checkbox from the left side navigation to search beyond the SCU collection:



3. You should now see the article information displayed:



4. Click the **View Online** link, then the **Request a non-SCU item**:



scu.edu.au

Lismore
PO Box 157, Lismore NSW 2480 Australia
T: +61 2 6620 3000 · F: +61 2 6620 3700

Coffs Harbour
Hogbin Drive, Coffs Harbour NSW 2450 Australia
T: +61 2 6659 3777 · F: +61 2 6659 3051

Gold Coast
Locked Mail Bag 4, Coolangatta QLD 4225 Australia
T: +61 7 5589 3000 · F: +61 7 5589 3700

- This will open the **Request a non-SCU item** form with the article information automatically filled out for you.
Scroll all the way to the bottom of this form, while confirming the information is correct, and select the **copyright declaration** checkbox and click the **Request** button:

Note:
Be sure to confirm the **pages to photocopy** are correct

View Online Details

Open source in a new window Actions

Request a non-SCU item:

Resource Information:

Citation type: Loan/Chapter Article

Article title:*

Journal Title:*

Author:

Volume:*

Issue:

ISSN:

Year:

Pages to photocopy:

Delivery Information:

Pickup/delivery location:*

Alternate address

Comment:

Copyright:

* I have read and acknowledge the copyright declaration above

- Your request has now been submitted to our Document Delivery team.

scu.edu.au

Lismore

PO Box 157, Lismore NSW 2480 Australia
T. +61 2 6620 3000 · F. +61 2 6620 3700

Coffs Harbour

Hogbin Drive, Coffs Harbour NSW 2450 Australia
T. +61 2 6659 3777 · F. +61 2 6659 3051

Gold Coast

Locked Mail Bag 4, Coolangatta QLD 4225 Australia
T. +61 7 5589 3000 · F. +61 7 5589 3700

Request a non-SCU item using a blank form

1. Click the **Request non-SCU items** link in the top left of the search results page:



Note: if you are not already, you will be prompted to sign in.

2. The **Request non-SCU item** form will open.
The first thing to check is that you have the correct **Citation type** selected.
Complete the form to the best of your ability (items marked with an asterisk * are required).

Note: confirm page numbers
Be sure to confirm the **pages to photocopy** are correct if not requesting a whole book

Request a non-SCU item:

Resource Information:

Citation type: Loan/Chapter Article

Title:*

Author:*

Edition:

ISBN:

Publisher:

Year:

Place of publication:

Chapter:

Pages to photocopy:

Delivery Information:

Pickup/delivery location:*

Comment:

Copyright:

* I have read and acknowledge the copyright declaration above

3. Select the **copyright declaration** checkbox and click the **Request** button.
4. Your request has now been submitted to our Document Delivery team.

scu.edu.au

Lismore

PO Box 157, Lismore NSW 2480 Australia
T: +61 2 6620 3000 · F: +61 2 6620 3700

Coffs Harbour

Hogbin Drive, Coffs Harbour NSW 2450 Australia
T: +61 2 6659 3777 · F: +61 2 6659 3051

Gold Coast

Locked Mail Bag 4, Coolangatta QLD 4225 Australia
T: +61 7 5589 3000 · F: +61 7 5589 3700