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:

c. Click the Sign in option in the top right corner
d. Sign in using your student or staff ID and the last 4 digits of your student or staff ID:

![Sign in image](image.png)

```
Student / staff ID number: [Enter your ID number]
PIN: [Enter your last 4 digits]
Login
```

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

![Search screen image](image.png)

```
Bezanson, Maureen
New search
Request non-SCU items
eJournals A-Z
Citation Linker
Help
```

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.

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**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

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CRICOS Provider: 00016G
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**:

   Your search did not match any resource in the library.

   You may request a loan or copy from another library.

   **Request a non-SCU item**

   Having problems? Contact us.
5. 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:

![Image of the form](image)

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

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

   ![Image](image_url)

   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).

   ![Image](image_url)

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

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