

The University of Newcastle Library



Collection Management Services

Phone: 4921 5940

Email: library-ill@newcastle.edu.au

<http://www.newcastle.edu.au/library/borrow/borrowing-from-other-libraries>

What is Get It?

Get it is an online requesting service to obtain items that are not held in either the Library collection or BONUS+ (including books, journal articles, book chapters, research reports, Thesis and papers from conference proceedings). Get it may also be used to request journal articles held at another University of Newcastle campus library.

- Get it allows you to:
- Request books to be picked up at your home library
 - Request books to be posted to your home address (off campus students only)
 - Receive copies to be delivered to your University of Newcastle email address
 - Record and monitor your requests online.

Signing In

You can sign in at:

<https://getit.newcastle.edu.au>



Sign In

Remember me

[Need help signing in?](#)

Students: Enter your student number and password.

Staff: Enter your staff numberplate and password.

Open Requests

When you log in to get it, the page defaults to Open requests. If there are no open requests, “No results for query” will be displayed.



To Add a Request, the following options are available on the left side of the page:

- Journal Article:** Select if you would like a Journal article from another institution
- Book:** Select if you would like to obtain a loan of a book from another institution
- Thesis:** Select if you would like to obtain a loan an intercampus copy of a Thesis
- Book Chapter:** Select if you would like a book chapter or conference paper from another institution

Requesting a Journal Article

Under Add Request on the left side of the screen, select Journal Article. The following screen will appear, enter as much information on the request page as possible. Fields marked with an asterisk (*) are required fields.

The screenshot shows the 'JOURNAL ARTICLE' request form. The form is titled 'JOURNAL ARTICLE' and is part of the 'Inter Library Requests' system. The user is logged in as 'Hello, Testcaval Testcaval (Logout)'. The form includes a navigation menu on the left with options like 'Add Request', 'Journal Article', 'Book', 'Thesis', 'Book Chapter', 'My Requests', 'All requests', 'Open requests', 'Submitted in the last 7 days', 'Documents received', 'Books on loan', 'Contact', and 'Library Staff'. The main form area contains the following fields:

- Journal Title: *
- Article Title: *
- Article Author:
- Volume:
- Issue:
- ISSN 1:
- ISSN 2:
- Publication Date: *
- Pages:
- Additional Numbers:
- Source of Information:
- Patron Notes:
- Publication Type: (Dropdown menu with 'Journal' selected)
- Service Type: (Dropdown menu with 'Copy' selected)
- Delivery Method: (Dropdown menu with 'E-mail' selected)
- Delivery Address: *
- Contact Phone:
- Messaging Method: (Dropdown menu with 'E-mail' selected)
- Messaging Address: *

At the bottom of the form, there is a checkbox and a copyright notice: "By accepting the following, I declare that all copies requested by me under this agreement are required for the purpose of research or study, will not be used for any other purpose, and have not previously been supplied to me by the library. This request complies with Section 49, Copyright Act, 1968."

Journal Title: Enter the title of the Journal name in full, do not use abbreviations

Article Title: Enter the article title

Article Author: Enter the author(s) of the article

Volume, Issue, and Pages: Enter as much information in these fields as possible

Publication Date: Enter the year of publication

ISSN: Enter an ISSN if known

Delivery Method: Leave this as E-mail and the copy will be delivered to your University email address

Delivery Address: Leave this as your University email address. You will be sent notification when your item arrives to this address

Messaging Address: Leave this as your University email address. You will be sent notification when your item arrives to this address

Copyright notice: Be sure to read and tick the box next to the copyright statement and then click **Submit**

Requesting a book

Under Add Request on the left side of the screen, select Book. The following screen will appear, enter as much information on the request page as possible. Fields marked with an asterisk (*) are required fields.

The screenshot shows the 'Inter Library Requests' form for a book. The form includes the following fields and options:

- Book Title *
- Author/Editor *
- Series Title
- ISBN 1
- ISBN 2
- Publication Date *
- Edition
- Publisher
- Place of Publication
- Source of Information
- Patron Notes
- Publication Type: Book (dropdown)
- Service Type: Loan (dropdown)
- Delivery Method: Pickup (dropdown)
- Delivery Address
- Pickup Location: Auchmuty (dropdown)
- Contact Phone
- Messaging Method: E-mail (dropdown)
- Messaging Address *

At the bottom, there is a checkbox for a copyright notice: "By accepting the following, I declare that all copies requested by me under this agreement are required for the purpose of research or study, will not be used for any other purpose, and have not previously been supplied to me by the library. This request complies with Section 49, Copyright Act, 1968".

Title of Publication: Enter the title of the book in full

Author/Editor: Enter the author(s)/editor(s) of the book

Publication date: Enter the year of publication

ISBN: Enter an ISBN if known

Delivery Method: On campus students leave Delivery Method as **Pickup**
Off campus students change Delivery Method to **Mail-off campus only**

Pick up Location: On campus students can choose a library to pick the item up at. (eg. Ourimbah, Auchmuty, Huxley etc.)

Messaging Address: Leave this as your University email address. You will be sent notification when your item arrives to this address

Copyright notice: Be sure to read and tick the box next to the copyright statement and then click **Submit**

Requesting a Thesis

Under Add Request on the left side of the screen, select Thesis. The following screen will appear, enter as much information on the request page as possible. Fields marked with an asterisk (*) are required fields.

The screenshot shows the 'Inter Library Requests' form for a Thesis. The form is titled 'Enter as much information as possible and click Submit.' and includes a note: 'All fields marked with an asterisk (*) are required.' The form fields are as follows:

- Thesis Title *
- Thesis Author/Editor *
- Publication Date *
- Degree and University:
- Source of information:
- Patron Notes:
- Publication Type: Thesis (dropdown)
- Service Type: Loan (dropdown)
- Delivery Method: Pickup (dropdown)
- Delivery Address:
- Pickup Location *: Auchmuty (dropdown)
- Contact Phone:
- Messaging Method: E-mail (dropdown)
- Messaging Address *

At the bottom of the form, there is a checkbox for a copyright notice: 'The University of Newcastle is an "educational institution" under the Copyright Act 1968. Please make a copy of this material on behalf of the University of Newcastle, under your institution's Part VB licence. I declare that the copy will only be used for the educational purposes of the University of Newcastle, in accordance with Part VB of the Copyright Act 1968.' Below the checkbox are 'Submit' and 'Reset' buttons.

- Thesis Title:** Enter the title of the Thesis in full
- Thesis Author:** Enter the author of the Thesis
- Publication Date:** Enter the year of publication
- Delivery Method:** On campus students leave Delivery Method as **Pickup**
Off campus students change Delivery Method to **Mail-off campus only**
- Pick up Location:** On campus students can choose a library to pick the item up at. (eg. Ourimbah, Auchmuty, Huxley etc.)
- Messaging Address:** Leave this as your University email address. You will be sent notification when your item arrives to this address
- Copyright notice:** Be sure to read and tick the box next to the copyright statement and then click **Submit**

Requesting a Book Chapter

Under Add Request on the left side of the screen, select Book Chapter. The following screen will appear, enter as much information on the request page as possible. Fields marked with an asterisk (*) are required fields.

The screenshot shows the 'BOOK CHAPTER' request form. The header includes 'THE UNIVERSITY OF NEWCASTLE AUSTRALIA', 'get it!', 'BOOK CHAPTER', and 'Inter Library Requests'. A user is logged in as 'Hello, Testcaval Testcaval (Logout)'. The form contains the following fields:

- Book Title: *
- Book Author:
- Chapter Title: *
- Chapter Author:
- Volume:
- Chapter Number:
- ISBN 1:
- ISBN 2:
- Publication Date: *
- Page Number:
- Source of Information:
- Patron Notes:
- Publication Type: (Dropdown menu with 'Book' selected)
- Service Type: (Dropdown menu with 'Copy' selected)
- Delivery Method: (Dropdown menu with 'E-mail' selected)
- Delivery Address: *
- Contact Phone:
- Messaging Method: (Dropdown menu with 'E-mail' selected)
- Messaging Address: *

At the bottom, there is a disclaimer: "By accepting the following, I declare that all copies requested by me under this agreement are required for the purpose of research or study, will not be used for any other purpose, and have not previously been supplied to me by the library. This request complies with Section 49, Copyright Act, 1968." Below the disclaimer are 'Submit' and 'Reset' buttons.

Book Title: Enter the title of the book in full, do not use abbreviations

Book Author/Editor: Enter the author(s)/editor(s) of the book

Chapter Title: Enter the title of the chapter

Chapter Author: Enter the chapter author(s) if different to the book author

Publication Date: Enter the year of publication

ISBN: Enter an ISBN if known

Volume, Chapter and Pages: Enter as much information in these fields as possible

Delivery Method: Leave this as E-mail and the copy will be delivered to your University email address

Delivery Address: Leave this as your University email address. You will be sent notification when your item arrives to this address

Messaging Address: Leave this as your University email address. You will be sent notification when your item arrives to this address

Copyright notice:

Be sure to read and tick the box next to the copyright statement and then click **Submit**

Monitoring Your Requests

There are five options available to monitor your requests. On the left side of the screen you have the following options under My Requests:

- All requests:** Shows all requests that have been made by you. The columns can be sorted by: Request Number, Title, Author, Submitted On, Need Before, Due Date, Article Link, Status Date, and Status
- Open requests:** This option allows you to view all requests that are currently in process and not yet complete. If there are no open requests, “No results for query” will be displayed.
- Submitted in the last 7 days:** Shows all requests that you have submitted in the last 7 days. If there are no requests that have been submitted in this period, “No results for query” will be displayed.
- Documents received:** Shows all the documents you have received. If no Documents have been requested “No results for query” will be displayed.
- Books on loan:** Shows all books that you currently have out on loan. If there are no books on loan “No results for query” will be displayed.

Receiving and Viewing Your Requests

You will be notified by email when your loan or document arrives. Books, or other physical items will be available for pick up from your home library. Bring the email with you to collect the item.

Books requested by off campus students will be sent to their home address.

If an electronic copy has been sent you will receive it in PDF format attached to an email

IMPORTANT: Your document is available for 10 days only OR 5 views.

Faulty Documents

If there are any problems with the quality of the copy, or missing pages, please forward an email alert with all relevant details to library-ill@newcastle.edu.au or phone (02) 4921 5940.

Allow 24 hours for a response to your email.

Do this as soon as possible because there is a limited time period to re-request faulty documents.

Contact Library Staff

If you wish to Contact Library Staff in an online message, click on Library Staff under Contact on the left side of the page.