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

**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.

**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.

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.

**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.

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:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All requests:</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Open requests:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Submitted in the last 7 days:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Documents received:</strong></td>
<td>Shows all the documents you have received. If no Documents have been requested “No results for query” will be displayed.</td>
</tr>
<tr>
<td><strong>Books on loan:</strong></td>
<td>Shows all books that you currently have out on loan. If there are no books on loan “No results for query” will be displayed.</td>
</tr>
</tbody>
</table>
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.