Inter-Library Loans

Self-Help (Pre-Request)
What is self help ILL or pre request?

• Inter-Library Loan is a service that is used to obtain books and articles that are not available in our library, from national and international libraries. This service is available to Unisa registered Masters and Doctoral student as well as Unisa staff.

• What is Self-Help service?

• It is a service where one can request the item from another library by using the Pre-request service.
How do I register for this service?

- You should register with Interlibrary Loans (ILL) before submitting your request to Sabinet.
- By sending an e-mail to libr-ill@unisa.ac.za with ‘pre-request’ in the subject field and include the following information:
  - Staff or student number
  - Title
  - First name and initial
  - Surname
  - Department or Degree and Course
  - Contact number
  - E-mail address

- The ILL staff will create a profile for you and send you a unique Sabinet user ID, password and procedure to follow. You can start using Pre-Request as soon as you have received the password. These remain yours for as long as you are either employed by or registered as a student at Unisa.
Where will I find this service on the Library webpage?

Once you have received the user id and password, visit the Unisa Library home page at: http://www.unisa.ac.za/.

1. Click on Library [at top of the screen].

2. Click on E-resources; then click on South African resources.

3. Click on S.

4. Click on Sabinet Reference (New Platform) it is the national catalogue, and is used to search for books and journal holdings available at major South African libraries.
Welcome to the Sabinet Reference platform, developed with you, the end-user in mind.

This platform will provide you with a single entry point to seamlessly search Sabinet's reference products.

Should you require any assistance or would simply like to give us some feedback, please feel free to contact us:

Email: info@sabinet.co.za
Client Services: +27 12 643 9500

You can also visit our support page on the Sabinet website. www.sabinet.co.za

View Available Database Information
Marketing management


Marketing management


Marketing management


Marketing management journal

Publication Place: Macomb, IL: Publisher Name: Marketing Management Association

Sales & marketing management

Publication Place: New York, N.Y.: Publisher Name: Sales and Marketing Management. Date: c1975-2010. ISSN: 0163-7517
User ID: 2570-90174119
Password: ********

Please contact your librarian for a Username and Password.

Login
Request Information

Mandatory Fields

Need by: 25/09/2012

Copyright Compliance: I have read the terms of the Copyright Act of 1978

ILL Service Type: LOAN

Bibliographic Information

OCLC Number: 40489129
Author: Kotler, Philip.
Title: Marketing management /
Edition: Millennium ed.
Place of Publication: Upper Saddle River, N.J. :
Publisher: Prentice Hall,
Publication Date: c2000.
Series: Upper Saddle River, N.J. :
Uniform Title: Prentice Hall international series in marketing.
Call Number: HF5415.13
Request

Requesting Information

* Mandatory Fields

Need by: 25/09/2012

Copyright Compliance: I have read the terms of the Copyright Act of 1978

ILL Service Type: LOAN

Bibliographic Information

OCLC Number: 40489129

Author: Kotler, Philip.

Title: Marketing management /

Edition: Millennium ed.

Place of Publication: Upper Saddle River, N.J.:

Publisher: Prentice Hall,

Publication Date: c2000.

Series: Upper Saddle River, N.J.:

Uniform Title: Prentice Hall international series in marketing.

Call Number: HF5415.13
Success: Request produced successfully

<table>
<thead>
<tr>
<th>Requesting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Request ID</td>
</tr>
<tr>
<td>Need by</td>
</tr>
<tr>
<td>Copyright Compliance</td>
</tr>
<tr>
<td>ILL Service Type</td>
</tr>
</tbody>
</table>

Bibliographic Information

<p>| OCLC Number       | 40489129 |
| Author            | Kotler, Philip. |
| Title             | Marketing management / |
| Edition           | Millennium ed. |
| Place of Publication | Upper Saddle River, N.J. : |
| Publisher         | Prentice Hall, |
| Publication Date  | c2000. |
| Series            | Upper Saddle River, N.J. : |
| Uniform Title     | Prentice Hall international series in marketing. |</p>
<table>
<thead>
<tr>
<th>ID</th>
<th>Status</th>
<th>Title</th>
<th>Author</th>
<th>Publication Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3807939</td>
<td>Submitted</td>
<td>Marketing management /</td>
<td>Kotler, Philip.</td>
<td>c2000.</td>
</tr>
<tr>
<td>3805583</td>
<td>Unfilled</td>
<td>The art of case study research /</td>
<td>Stake, Robert E.</td>
<td>c1995.</td>
</tr>
<tr>
<td>3805412</td>
<td>Unfilled</td>
<td>The art of case study research /</td>
<td>Stake, Robert E.</td>
<td>c1995.</td>
</tr>
<tr>
<td>3805350</td>
<td>Submitted</td>
<td>The art of case study research /</td>
<td>Stake, Robert E.</td>
<td>c1995.</td>
</tr>
<tr>
<td>3780258</td>
<td>Shipped by lender</td>
<td>The industrial law journal.</td>
<td>Industrial Law Society.</td>
<td>1972-.</td>
</tr>
</tbody>
</table>
How long does it take to receive an item?

- It depends from where we get the items.
- Articles sent electronically are mostly here within 1-3 days.
- Books sent by courier take a maximum of 5 days.
- Books sent by post take a maximum of 1-2 weeks.
How do I know if the item has arrived?

- Clients will be notified of the arrival of the requested item by email, SMS and telephone.
- Collection is at Muckleneuk Circulation desk.
- Postal deliveries will be notified by SMS.

NB: - Call 012 429 2942 or email: libr-ill@unisa.ac.za for renewal
    - Books can be returned at Muckleneuk Circulation desk or by post.
    - The requested items will be sent to the Unisa Library - Not to the client directly.
    - The loans of these items is dependent on the policies of the Lending Library.
Conclusion

We are very happy to demonstrate this development and trust that you will use it to speed up your request.
Thank You!