

April, 2008

## Requesting a Photocopy

Some ELIS resources are not for loan mostly because they are newspaper clippings, ephemera, or single sheets of information. However they can be photocopied at no charge and sent to exporters. Requesting a photocopy is a four step process and you must be logged in first.

**Step 1:** Check the box  below the information for the resource you want copied.

**Step 2:** Add the resource to Your Cart. There are two ways to do this. If you have selected a resource from a list then go to the top of the list and *Add to: Cart*. Use the drop-down menu. However if you have the details for a single resource on the screen, click on the supermarket trolley in the right-hand sidebar *Add to Your Cart*.

**Step 3:** Look in the cart by clicking on the green box at the top of your screen. It should look like this:



Check that it is the correct resource.

**Step 4:** Click on the **Send** button

Send to [library@export.ac.nz](mailto:library@export.ac.nz) with your ID number and name. If you feel that a message would help the Librarian to give you the best information, then please add that. See the example below.



Photocopies will be despatched to you free of charge within 24 hours of receipt.

### **Need More Help?**

If you have difficulty logging in to the ELIS Catalogue and using any of its functions, please ask for help by emailing [library@export.ac.nz](mailto:library@export.ac.nz) or telephone 06-356-5656 ext.701

File this in your Guide to Study for further reference.