Royal Australasian
College of Surgeons

Library Forms

How to use Library Forms?
A Quick Reference Guide

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Version 1.0

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How to use Library Forms

Requesting non-library resources through Library Forms

You can use Library Forms to request Journal Articles, Book Chapters, and Literature Searches when you can't find these in the available library resources. When you submit a Library Request Form, the RACS Library team will source the requested article/book chapter for you.

Important

When using the Surgeons.org page or eHub you will be required to log in if you have not already done so.

Remember: Enter your RACS username and complete the login process. Your new username should read as 'xx.yy@my.surgeons.org'

1. Submit Request

Go to the Forms section on the RACS Library page and click the form you want to access.
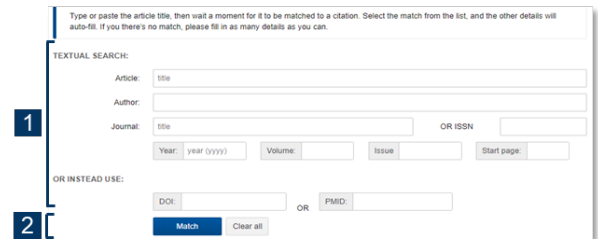
Forms

Filling out the forms helps us to get all the information required and enables us to comply with Copyright legislation.

Journal Article Request Form   →

Book Chapter Request Form   →

Literature Search Request Form   →

eHub Library Requests   →

Recommend a Resource   →

Feedback Form   →

1.1 Submit Journal Article Request

1. Start to type the title of the Article.
   Once you start typing the Article title, the rest of the details will get auto-populated based on the information in the Library holdings.

2. Click **MATCH**

- If the Journal Article is in the library resources, you will be notified immediately.
- If the resource is not held in the library, you will be required to provide further details.

3. Read the Copyright Declaration and tick the **YES** box to agree.

4. Most of the fields will be prefilled. Check the **Request Type** is selected as 'Journal Article Request' and the rest of the fields in the **Journal Article** section are accurately filled.

   Note: **Article Title**, **Author**, **Journal**, and **Year/Volume/Issue/Pages** are mandatory fields as this information will help the Library team locate/access your requested journal article.

5. If you want to provide any additional information for the Library team, put it in the **Notes** field.

6. Articles are supplied in English where possible, but some are only available in the language they were written. If you are happy to receive a non-English article, please select Any Language, or This/These Language if you want specific languages. The Library does not provide a translation service.

7. Click **SUBMIT**

8. Confirmation message will be displayed on the screen.
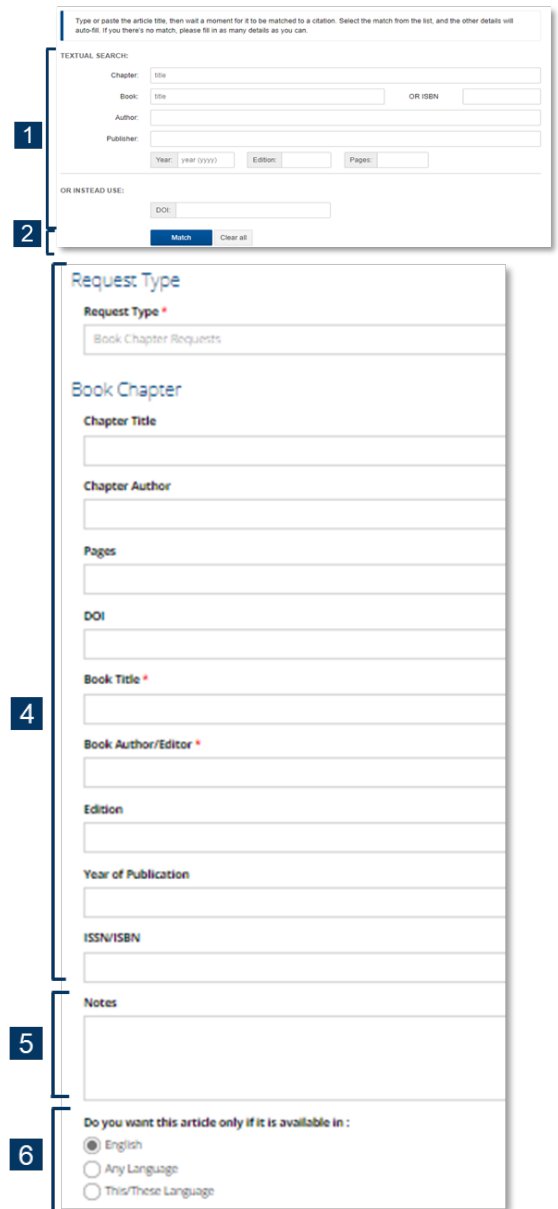
1.2 Submit Book Chapter Request

1. Start to type the title of the Chapter.
   Once you start typing the Chapter title, the rest of the details will get auto-populated based on the information in the Library holdings.
2. Click **MATCH**
   - If the Book Chapter is in the library resources, you will be notified immediately
   - If the resource is not held in the library, you will be required to provide further details.
3. Read the Copyright Declaration and tick the **YES** box to agree.
4. Most of the fields will be prefilled. Check the **Request Type** is selected as 'Book Chapter Requests' and rest of fields in the Book Chapter section are accurately filled.

   Note: **Book Title** and **Book Author/Editor** are mandatory fields as this information will help the Library team locate/access your requested book or chapter.

5. If you want to provide any additional information for the Library team, put it in the **Notes** field.
6. Chapters are supplied in English where possible, but some are only available in the language they were written. If you are happy to receive a non-English chapter, please select Any Language, or This/These Language if you want specific languages. The Library does not provide a translation service.
7. Click **SUBMIT**
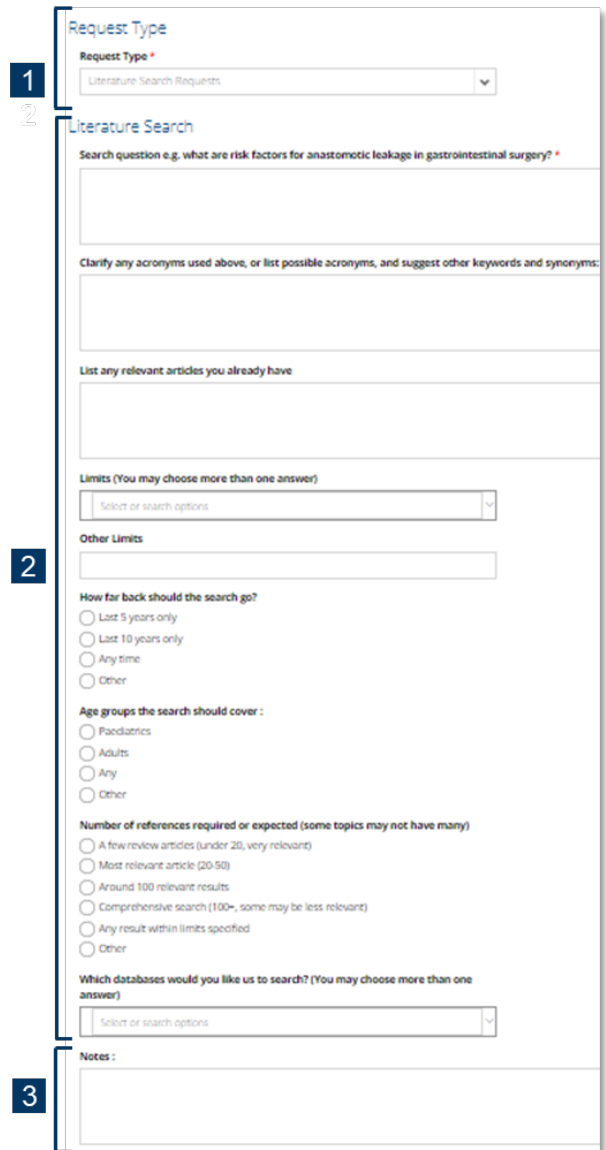8. Confirmation message will be displayed on the screen.

1.3 Submit Literature Search Request

1. Check the **Request Type** is selected as 'Literature Search Request'
2. Complete the fields in the **Literature Search** section.

   Note: **Search question** and **Clarify any acronyms used above, or list possible acronyms, and suggest other keywords and synonyms** are mandatory fields as this information will help the Library team to complete a thorough search.

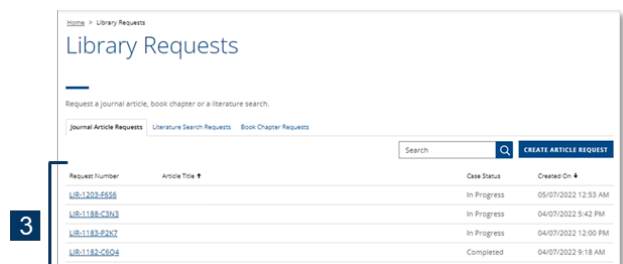   Please fill out the limits, time, ages, and number of references expected also.
3. If you want to provide any additional information for the Library team, put it in the **Notes** field.
4. Click **SUBMIT**
5. Confirmation message will be displayed on the screen.

2. Track Progress

1. Go to **Library Requests** home page
2. Click on the relevant tab
3. All the requests submitted by you or the Librarian on your behalf and the status will be displayed
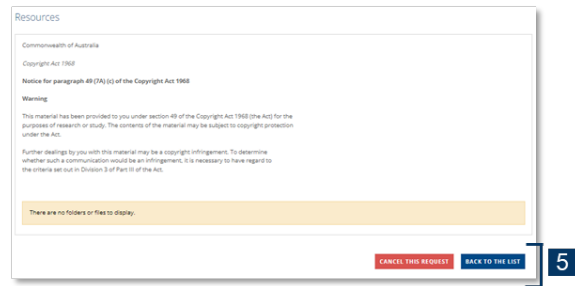4. Click on the Request number to expand the request details

3. Cancel Request

1. Go to **Library Requests** home page
2. Click on the relevant tab to view the list of requests
3. Click on the Request number to expand the request details
4. Scroll all the way to the bottom of the screen
5. Click on **CANCEL THIS REQUEST** to cancel the request
   Note: Once you cancel a request, it will be deactivated and no longer visible to you

4. Access Article / Book Chapter / Literature Search results

Important: Library Team will no longer email you the requested resource. You can now access the requested resource within the Library Requests section in eHub. You will receive an email once your requested resource is ready for collection.

1. Go to the **Library Requests** home page
2. Click on the relevant tab.
   All the requests submitted by you or the Librarian on your behalf, along with the status will be displayed. If the status is 'Complete', the resource is available for you to access.
3. Click on the Request number to expand the request details.
4. Request detail screen will be displayed. Scroll down to the bottom of the page.
5. You will find the attachment. Click on the attachment to access.
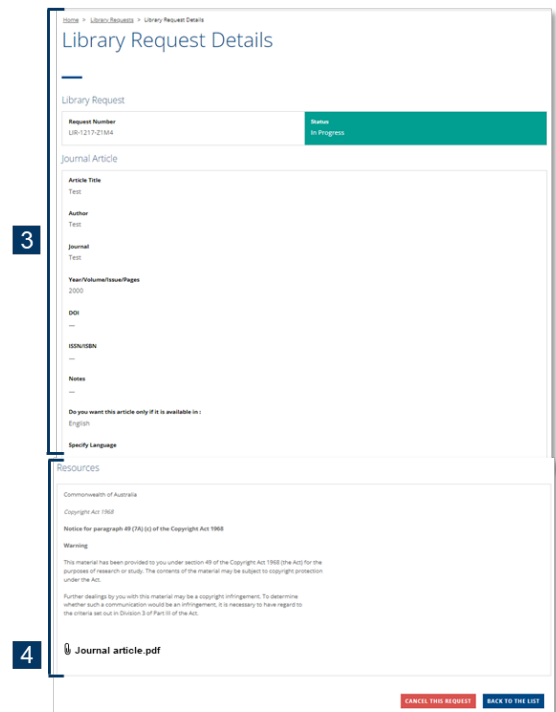
Need support?

If you need any assistance to use Library Forms, please call our Service Desk on +61 3 9276 7417 or send an email to Service.Desk@surgeons.org.