



# **NRE/VDX**

## **Web Admin Manual: Searching**



Version: 8.x  
Software Version: NRE/VDX 8.x  
Authors: OCLC  
Reviewers: OCLC

OCLC believes the information presented in this document is accurate at the time of production. However the information is subject to change and OCLC cannot accept responsibility for any errors that may appear in the document.

OCLC  
7400 West 132<sup>nd</sup> Street, Suite 240, Overland Park, KS 66213  
Phone – 913-239-1200. Web – [www.oclc.org](http://www.oclc.org)



# TABLE OF CONTENTS

---

Table Of Contents .....	3
Introduction .....	4
NRE .....	4
VDX .....	4
<b>1. How to Access NRE/VDX .....</b>	<b>5</b>
1.1 Getting to NRE/VDX .....	5
1.2 Logging In .....	6
<b>2. Searching NRE/VDX.....</b>	<b>8</b>
2.1. The Standard Search.....	8
2.2 The Advanced Search .....	11
2.3 The Search Results .....	17
1.1.1 The Results Hitlist.....	17
1.1.2 The Bibliographic and Location Details .....	18
1.1.3 WorldCat Link .....	21
2.4 Sorting the Results.....	22
2.5 Merging Duplicates .....	24
2.6 Saving Records .....	24
2.6.1 Printing Saved Records .....	26
2.6.2 Emailing Saved Records .....	27
2.6.3 Requesting Saved Records .....	28
2.7 Search History .....	29
2.8 Saving Searches.....	31
2.9 Creating Search Profiles .....	33
2.10 Checking the Status of Searchable Collections.....	37
<b>3. How To Request an Item .....</b>	<b>39</b>
3.1 Requesting Items Found in a Search.....	39
3.2 Requesting Items Not Found in a Search .....	50



## INTRODUCTION

---

**VDX** is a standards-compliant interlibrary loan and document request management system.

**VDX** is also known as **NRE (Navigator Request Engine)** the core of the OCLC product called Navigator. Although NRE and VDX are the same product there are differences in functionality depending on if VDX is stand alone or bundled with Navigator. We will point out the differences as we run across them in this manual.

The following is a list of the primary differences between NRE and VDX:

<b>NRE</b>	<b>VDX</b>
The logo in the top left hand corner displays NRE	The logo in the top left hand corner displays VDX
Patrons place request using the WorldCat Group catalog	Patrons place request using ZPORTAL
NRE is configured to only search the WorldCat Z39.50 server	VDX can search any of the libraries Z39.50 enabled catalogs and WorldCat
Statistical reports are available via the stats.oclc.org link.	Stats are available via the reports link
Any Edition?	Does not use Any Edition

Both **NRE/VDX** enables users to

- Search multiple library catalogues simultaneously
- View the bibliographic and location details of any items retrieved
- Place a request for an item
- Manage the request through its lifecycle, from request to receipt to return
- Manage incoming requests from other libraries
- Manage delivery of electronic documents (where enabled)

There are also a few changes in the terminology :

<b>NRE</b>	<b>VDX</b>
Lending String	Rota
Request Number	ILL Number



# 1. HOW TO ACCESS NRE/VDX

---

## 1.1 Getting to NRE/VDX

To access **NRE/VDX**, launch an internet browser. Contact your help desk for the URL and your logon details if you do not have them.

This is the opening **NRE/VDX** screen:



You may be able to use the **BibSearch** option without logging in. However, a login is required to submit requests, manage requests, and edit user information and profiles.



## 1.2 Logging In

**VDX**

[BibSearch](#) [Login](#)

[Help](#)

Barcode

Password

Authentication Service [Preview](#)

[Login](#) [Reset](#)

At the Login screen, enter your **Barcode** and **Password**. Your barcode is the user name that you have been given by your system administrator. The barcode is not case sensitive. However, the password is case sensitive. Enter it exactly as it has been given to you.

The **Authentication Service** field indicates the source of the user validation. The presentation of this field will vary between **NRE/VDX** systems.

- You may not see the Authentication Service field at all
- You may see the Authentication Service field, populated with a word or phrase. You may not be able to modify it. The example shown above shows this type of authentication.
- You may see a drop-down box from which you will select the appropriate authentication service for the barcode and password you have entered.

If you must select an authentication service, select the one that reflects the **NRE/VDX** database itself, where your staff login is stored. Normally, staff logins are unique to **NRE/VDX** and are not authenticated using an outside authentication service, such as a library circulation system or a campus registration system.

Once logged in, the menu bar on the left side is expanded to include additional options. This menu bar remains consistent throughout the **NRE/VDX** session.

**VDX**

[BibSearch](#)

[Requests](#)

[Work Queue](#)

[User](#)

[Location](#)

[Reports](#)

[Batch Reruns](#)

[Logout](#)

[Help](#)



Additional links will also appear along the top of the screen.

[Standard](#) | [Advanced](#) | [Results](#) | [Bulk Action](#) | [Create](#) | [Batch Update](#) | [Saved Searches](#) | [Work Queue](#)

These top row links are context-sensitive and will change depending on where you are in **NRE/VDX**.



It is strongly recommended that you use these links at all times to navigate in **NRE/VDX**, and that you **DO NOT** use the browser's back button for navigation.



## 2. SEARCHING NRE/VDX

---

**NRE/VDX** uses Z39.50, an international industry standard that specifies a structure for searching and retrieving information from remote databases.

It refers to the International Standard, ISO 23950: "Information Retrieval (Z39.50): Application Service Definition and Protocol Specification", and to ANSI/NISO Z39.50. If you are interested in finding out more about Z39.50, visit the Library of Congress website <http://lcweb.loc.gov/z3950/agency/>

Although Z39.50 is an international standard, there is a great deal of variation in how it is implemented. Different information providers may support different versions of the standard, or they may support some but not all of the possible attributes. For example, a provider may support Keyword searches, but not Subject searches.

When searching with Z39.50, your search results will vary depending on which attributes you search and whether or not the Collection (library) you are searching supports the same attributes.

**NRE/VDX** provides you with 2 search interfaces, a Standard Search and an Advanced Search. The Z39.50 search is accessed using the **BibSearch** option in the menu bar on the left of the screen.

### 2.1. The Standard Search

The Standard Search is a **keyword** search – it returns hits containing your search term(s) anywhere in the record.

Enter the word or words you would like to search for in the **Search for:** box, then click the **Search** button.

The screenshot shows the 'Standard Search' interface. At the top, it says 'Standard Search'. Below that, there is a text box with the instruction: 'Type the word or words you want to search. You can search for a complete phrase by typing it in quotation marks ("gone with the wind"). For more searching options, go to the [Advanced Search](#) page.' Below the text box, there is a 'Current Profile:' dropdown menu set to 'Default [shared]'. Below that, there is a 'Search for:' text box containing the text 'black holes'. To the right of the text box are two buttons: 'Search' and 'Reset'. A red oval highlights the 'Search for:' text box and the 'Search' button.

**NRE/VDX** will put an implied 'AND' between multiple search terms, so the example above will return hits containing the words "black" AND "holes".

If you are searching for more than one word and want them searched as a phrase rather than individual words, enclose the phrase in quotation marks, for example, "black holes" will search for the phrase "black holes" rather than searching for the individual words – "black" and "holes".



Current Profile:  ▼

Search for:  [Search](#) [Reset](#)

[Collections](#)

The **Reset** link clears the search terms entered.

The list of Searchable Collections (catalogues) being searched appears on screen. You can click the **Collections** link to toggle the view of the list on or off.

[Collections](#)

### Searchable Collections

- [Anoka County Library](#)
- [Bishop's University](#)
- [Concordia University](#)
- [Edmonton Public Library](#)
- [Franklin D. Roosevelt Library](#)
- [INFO](#)
- [Melvyl](#)
- [Mid Hudson Public Library System](#)
- [SUNY New Paltz](#)
- [St Paul Public Library](#)
- [TRAC](#)
- [TUG Union Catalogue - \(Universities of Guelph, Waterloo, Wil](#)
- [University of Toronto](#)

[Select all](#) [Deselect all](#)

You can click on the name of each Collection displayed to see more information about the Collection.

Here the **Concordia** Collection has been selected. A pop up window is presented describing the Collection.

**Collection Detail**

Concordia University

Title	Concordia University
Content Description	CREPUQ
Creation Date	02 Mar 2009 00:00:00
Target(s)	Concordia Univ

[Close Detail](#)



To de-select a Collection from your search simply uncheck the check box preceding the collection name. The search will only include selected collections.

### Searchable Collections

- [Anoka County Library](#)
- [Bishop's University](#)
- [Concordia University](#)
- [Edmonton Public Library](#)
- [Franklin D. Roosevelt Library](#)
- [INFO](#)
- [Melvyl](#)
- [Mid Hudson Public Library System](#)
- [SUNY New Paltz](#)
- [St Paul Public Library](#)
- [TRAC](#)
- [TUG Union Catalogue - \(Universities of Guelph, Waterloo, Wil](#)
- [University of Toronto](#)

[Select all](#) [Deselect all](#)

Select All and Deselect All options are also provided which will check/uncheck all the searchable collections.

[Select all](#) [Deselect all](#)

Click the **Search** button to execute the search.

### Standard Search

Type the word or words you want to search. You can search for a complete phrase by typing it in quotation marks ("gone with the wind"). For more searching options, go to the [Advanced Search](#) page.

Current Profile:

Search for:   [Reset](#)

[Collections](#)

You will be presented with the search results - the Results page will be discussed later in more detail.

**Results**

You searched for **Any Equal Phrase "black holes"** in [Melvyl](#), [TUG](#), [Concordia Univ.](#), [Bishops Univ.](#), [TRAC](#), [INFo](#)

 [Save search](#)

Result pages: 1 2 3 4 5 6 >

- [1. \*\*Black holes / Heather Couper and Nigel Henbest ; illustrated by Luciano Corbella\*\*](#)  
Toronto : Stoddart, 1996.  
Number of holdings: 6 | ISBN - 0773729283  
Collection: TRAC  
 [Save](#)  [Request](#)  [Details](#)
- [2. \*\*Black holes : the edge of space, the end of time.\*\*](#)  
Garden City, N.Y. : Doubleday, c1979.  
Number of holdings: 3 | ISBN - 0385075162  
Collection: TRAC  
 [Save](#)  [Request](#)  [Details](#)
- [3. \*\*Black holes and other space phenomena / Philip Steele.\*\*](#)  
New York : Kingfisher : Scholastic, 1995.  
Number of holdings: 22 | ISBN - 1856975738 059063254X | LCCN - 95006106  
Collection: TRAC  
 [Save](#)  [Request](#)  [Details](#)

After you have performed a search, you will see more links in the menu bar at the top of the screen.



Each of these links will be discussed in detail later in this section.

## 2.2 The Advanced Search

The Advanced Search allows you to perform a more precise and detailed search.

Click on the **Advanced** link from the top menu bar



The **Advanced Search** allows you to search a selected field, for example, Title, Author, ISBN or OCLC Number. A number of methods can improve the effectiveness of Advanced keyword.

- Double quote around a phrase will only locate a record with these exact words in this order.

[Search](#) [Reset Form](#)

Choose a field name (e.g., title, any) and the word or phrase you want to search (e.g., dickens, "black holes").  
Use AND, OR and AND NOT to combine or limit the search terms and make the search more specific.

### Advanced Search

Field	Search Term	Operator
Title	"Sun also rises"	and
Author		and
ISBN		

- Boolean operators such as AND, OR and NOT allow you to combine search term.

Choose a field name (e.g., title, any) and the word or phrase you want to search (e.g., dickens, "black holes").  
Use AND, OR and AND NOT to combine or limit the search terms and make the search more specific.

### Advanced Search

Field	Search Term	Operator
Title	cat or dog	and

- Nested logic is also supported. EX: (Word1 or word2) not word3

[Search](#) [Reset Form](#)

Choose a field name (e.g., title, any) and the word or phrase you want to search (e.g., dickens, "black holes").  
Use AND, OR and AND NOT to combine or limit the search terms and make the search more specific.

### Advanced Search

Field	Search Term	Operator
Title	(vampire and werewolves) not twilight	and

## Advanced Search

Use this form to conduct more advanced searches of Service Provider catalogues and other resources. To issue a simple keyword search of Service Provider catalogues use the [Standard Search page](#).

[Search](#) [Reset Form](#)

Choose a field name (e.g., title, any) and the word or phrase you want to search (e.g., dickens, "black holes").  
Use AND, OR and AND NOT to combine or limit the search terms and make the search more specific.

### Advanced Search

Field	Search Term	Operator
<input type="text" value="Title"/>	<input type="text"/>	and
<input type="text" value="Author"/>	<input type="text"/>	and
<input type="text" value="ISBN"/>	<input type="text"/>	

Refinement  On  Off Records per page

### Profile

Current Profile:

[Collections](#)

Filter results by:

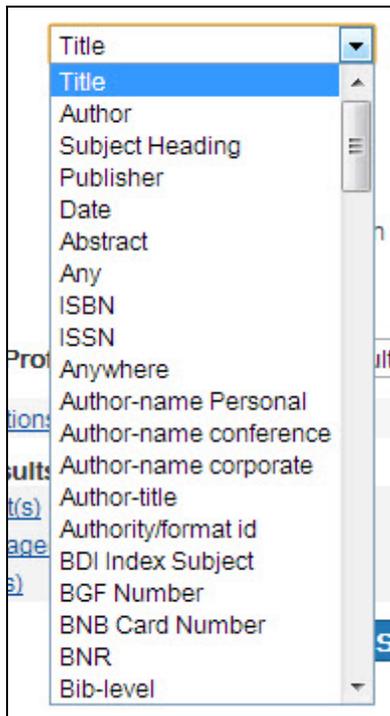
[Format\(s\)](#)

[Language\(s\)](#)

[Level\(s\)](#)

[Search](#) [Reset Form](#)

Click on the drop down arrow to select the relevant search field.



Enter the search term(s) as required.

### Advanced Search

Field	Search Term	Operator
Title <span style="float: right;">▼</span>	"black holes"	and <span style="float: right;">▼</span>
Author <span style="float: right;">▼</span>	shipman	and <span style="float: right;">▼</span>
ISBN <span style="float: right;">▼</span>		

**Refinement**  On  Off
 **Records per page** 10 ▼

You can choose how many records are displayed on each results page by amending the **Records per page** field.

Click the **Search** button or hit the Enter key to perform the search.

The **Reset Form** link clears the search terms entered.

On the Advanced search, you may also select and deselect collections to be searched. The functionality is identical to that described for the Standard Search above.

From the Advanced Search, you may set filters on the type of material that **NRE/VDX** should return in the results list.

**Filter results by:**

[Format\(s\)](#)

Article Printed

Print Journal

Book

Part of Book

Ejournal

Article Online

Music CD

Video DVD

Book on Tape

Book on CD

Patent

Thesis

Report

Large Print Book

Braille Book

Computer File

CD-ROM

OTHER

[Select all](#) [Clear all](#)

[Language\(s\)](#)

English

French

German

Italian

Spanish

[Select all](#) [Clear all](#)

[Level\(s\)](#)

Adult

General

Juvenile

[Select all](#) [Clear all](#)

To display or hide the filter options, click on the filter name link or on the arrow to the left of the filter name:

**Filter results by:**

[Format\(s\)](#)

[Language\(s\)](#)

[Level\(s\)](#)

The following filter options are available:

- **Filter results by Format(s)** – Select one or more item formats from the list. **NRE/VDX** will limit your results to the format(s) you selected. If you don't want **NRE/VDX** to limit your results by format, select all formats using the **Select all** option. By default, all formats are selected.



- **Filter results by Language(s)** – Select one or more languages from the list. **NRE/VDX** will limit your results to works in the language(s) you selected. If you don't want **NRE/VDX** to limit your results by language, select all languages using the **Select all** option.
- **Filter results by Level(s)** – Select one or more levels from the list. **NRE/VDX** will limit your results to works intended for the audience(s) you selected. If you don't want **NRE/VDX** to limit your results by level, select all levels using the **Select all** option.

NRE/VDX will perform the search and filter the results before displaying them. Because this may take some time, it is preferable to use the Filter Options in the top menu after the initial search results have been displayed.



The same filter options are available. Click Submit to filter the search results.

**Filter results by:**

Format(s)

Language(s)

English

French

German

Italian

Spanish

[Select all](#) [Clear all](#)

Level(s)

[Reset Form](#)



It is strongly recommended that you use the filter function after your search returned hits.



## 2.3 The Search Results

### 1.1.1 The Results Hitlist

Once the search results are retrieved, a brief record for each item is displayed. The results display shows brief bibliographic information, the number of holdings and the Collection in which the record has been found.

**Results**

You searched for **(Title Equal Phrase "black holes" AND Author Equal Word "shipman")** in [Anoka PL](#), [St Paul PL](#), [Melvl](#), [Mid Hudson](#), [SUNY New Paltz](#), [Franklin D Roosevelt Library](#), [Univ of Toronto](#), [TUG](#), [Concordia Univ](#), [Bishops Univ](#), [TRAC](#), [Edmonton PL](#), [INFo](#)

[Save search](#)

Result pages: 1 2 3 4 >

- [Black holes / by Heather Couper and Nigel Henbest.](#)**  
New York : DK Pub., 1996.  
Number of holdings: 9 | ISBN - 0789404516 | LCCN - 95044391 /AC  
Collection: Mid Hudson  
[Save](#) [Request](#) [Details](#)
- [Black holes / by Don Nardo.](#)**  
San Diego, CA : Kidhaven Press, c2003.  
Number of holdings: 3 | LCCN - 2002004104  
Collection: Mid Hudson  
[Save](#) [Request](#) [Details](#)
- [Black holes / by Don Nardo.](#)**  
San Diego : Lucent Books, c2004.  
Number of holdings: 1 | LCCN - 2003015069  
Collection: Mid Hudson  
[Save](#) [Request](#) [Details](#)

**NRE/VDX** automatically displays an initial set of 10 hits from each Collection searched. Further results can be returned and displayed if required by clicking on further page numbers:



Displaying results as they are requested is a more efficient use of network resources than automatically displaying all hits.



Results are displayed in the order they are returned from the Collections. When searching multiple collections simultaneously, the hits from the fastest database are displayed first.



You can bring the results from a specific database to the top of the list by clicking on the database links – the illustration below shows how to sort the results so those from the University of Toronto appear first in the results list.

**Results**

---

You searched for **(Title Equal Phrase "black" AND Title Equal Phrase "holes")** in [Anoka PL](#), [St Paul PL](#), [Melvyl, Mid Hudson](#), [SUNY New Paltz](#), [Franklin D Roosevelt Libran](#), [Univ of Toronto](#), [TUG](#), [Concordia Univ](#), [Bishops Univ](#), [TRAC](#), [Edmonton PL](#), [INFO](#)

### 1.1.2 The Bibliographic and Location Details

To view the full bibliographic details of an item click on the **Details** link or on the title link from the Results list.

[Black holes, quasars & the universe / Harry L. Shipman](#)

Boston : Houghton Mifflin, 1976.

Number of holdings: 6 | ISBN - 0395243722 0395206154 pbk. | LCCN - 75019535

Collection: University of Toronto

[Save](#) [Request](#) [Details](#)



The bibliographic details and holdings will be displayed.

### Result Details

Record **3** of **7** | Collection: **TUG Union Catalogue - (Universities of Guelph, Waterloo, Wilfrid Laurier)** < [Previous](#) [Next](#) >

[Save](#) [Request](#)

**Title**                    **Black holes, quasars & the universe / Harry L. Shipman.**

**Format**                 **Book**

**Authors**               **Shipman, Harry L**

**Imprint**                **Boston : Houghton Mifflin, 1976**

**Description**           **viii, 309 p. : ill. ; 23 cm.**

**Notes**                  **Includes bibliographical references and index.**

**Subjects**               **Black holes (Astronomy)**  
**Quasars.**  
**Cosmology.**

**ISBN**                    **0395243742**

**Library Congress Number**               **75019535**

**Language**              **English**

[Holdings](#)

<b>Location</b>	<b>Item ID</b>	<b>Call Number</b>	<b>Availability</b>
 JOYCE (Int. ILL) Test Steve Responder	2326468	WLU Book Shelves QB843 .B55S54	Available

< [Previous](#) [Next](#) >

Click on the magnifying glass  to view the location details for the holding location. The location's name, addresses, open and closed dates and any suspension dates will display.

**Location**

---

Location Name Test Steve Responder

Suspended No

Cost Scheme IFLA Voucher  
Credit Card  
Cheque  
Invoice

*Return To Address*

University of Washington Libraries/ILL - Suzzallo Library /3900 15th Ave NE (UPS ONLY)/Box 352900 (US MAIL)/Seattle, WA 98195-2900

*Local Holidays*

Description	Start Date	End Date	Type
closed now	08 Dec 2009	12 Dec 2009	Closed

*Calculated Holidays*

Description	Start Date	End Date	Type
closed now	08 Dec 2009	12 Dec 2009	Closed

[Close Details](#)

Other icons that may display with the holdings location are:

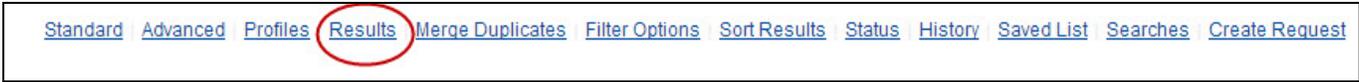
	The location is currently suspended as a lender
	The location will be suspended in the near future



Use the next and previous record links to display the bibliographic details of the next or previous item in hitlist.



To return to the Hitlist display click on the **Results** option from the top menu bar.

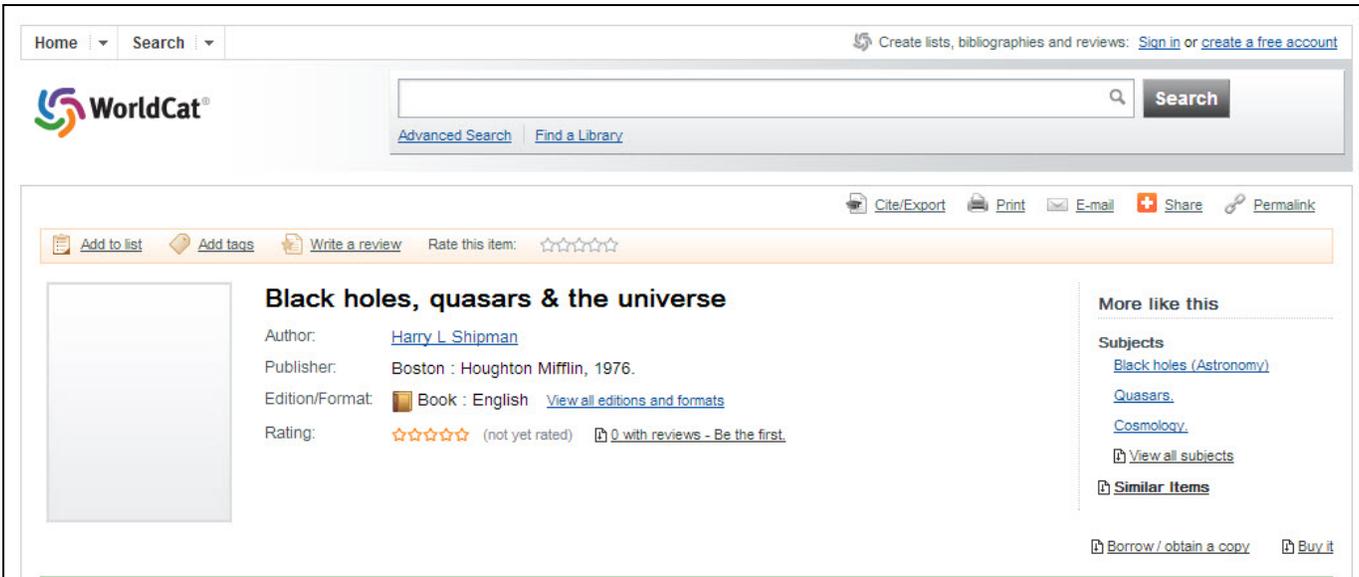


### 1.1.3 WorldCat Link

A link to OCLC's WorldCat can be included in the results details when an ISBN or ISSN is present in the bibliographic record. This is an optional feature in **NRE/VDX**.



When you click this link, a new window opens, displaying the same title in WorldCat.org.



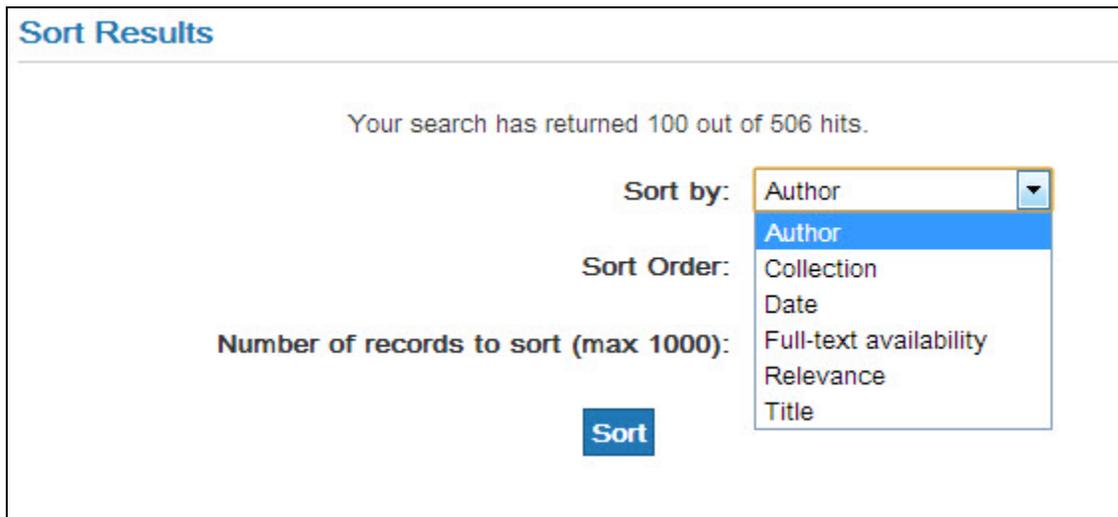
## 2.4 Sorting the Results

Once search results have been displayed, it is possible to sort them by Author, Date of publication or Title.

You can do this by clicking on the **Sort Results** link in the top menu bar.

[Standard](#) | [Advanced](#) | [Profiles](#) | [Results](#) | [Merge Duplicates](#) | [Filter Options](#) | **[Sort Results](#)** | [Status](#) | [History](#) | [Saved List](#) | [Searches](#) | [Create Request](#)

You can sort the results by author, title, the collection the result is from, the publication date, relevance of the result to your search and whether full-text is available.



**Sort Results**

Your search has returned 100 out of 506 hits.

Sort by:  ▼

- Author
- Collection
- Date
- Full-text availability
- Relevance
- Title

Sort Order:

Number of records to sort (max 1000):

**Sort**

You can also select the order in which you want the sorted results to display – ascending or descending:



Sort by:  ▼

Sort Order:  ▼

- Ascending
- Descending

Number of records to sort (max 1000):

**Sort**



Specify the number of results to sort. If the number specified is more than the number currently retrieved for the search, **NRE/VDX** will retrieve more results before the sorted results are displayed. Therefore, there may be a delay in displaying the sorted results.

Your search has returned 100 out of 506 hits.

Sort by:

Sort Order:

Number of records to sort (max 1000):

The search results will be sorted by the option chosen.

- [Artificial black holes / editors, Mário Novello, Matt Visser, Grigori Volovik.](#)**  
New Jersey : World Scientific, c2002.  
Number of holdings: 2 | ISBN - 9810248075 | LCCN - 2003266511  
Collection: TUG Union Catalogue - (Universities of Guelph, Waterloo, Wilfrid Laurier)  
[Save](#) [Request](#) [Details](#)
- [Astrophysics. On the properties of matter in neutron stars / G. Börner. Black holes : the outside story / J. Stewart and M. Walker.](#)**  
Berlin ; New York : Springer, 1973.  
Number of holdings: 1 | ISBN - 0387063765 | LCCN - 73176494  
Collection: TUG Union Catalogue - (Universities of Guelph, Waterloo, Wilfrid Laurier)  
[Save](#) [Request](#) [Details](#)
- [Black holes : an annotated bibliography, 1975-1983 / by Steven I. Danko. -](#)**  
Metuchen, N.J. : Scarecrow Press, 1985.  
Number of holdings: 1 | ISBN - 0810818361 | LCCN - 85014382  
Collection: TUG Union Catalogue - (Universities of Guelph, Waterloo, Wilfrid Laurier)  
[Save](#) [Request](#) [Details](#)

## 2.5 Merging Duplicates

If you find that your search results contain duplicate entries for the same record because the same record is found in more than one database, you can click the **Merge Duplicates** link to combine the duplicated items into one record.

[Standard](#) | [Advanced](#) | [Profiles](#) | [Results](#) | [Merge Duplicates](#) | [Filter Options](#) | [Sort Results](#) | [Status](#) | [History](#) | [Saved List](#) | [Searches](#) | [Create Request](#)

You will be asked how many of the duplicate records from the set of results that you want to merge.

### Merge Duplicates

**Note: Deduplication will only work on an ISBN or ISSN search.**

Your search has returned 506 out of 506 hits.

Number of records to merge (max 1000):

**Merge**

The merged results will be displayed.

1. [Artificial black holes / editors, Mário Novello, Matt Visser, Grigori Volovik](#)  
New Jersey : World Scientific, c2002.  
Number of holdings: 2 | ISBN - 9810248075 | LCCN - 2003266511  
Collection: TUG Union Catalogue - (Universities of Guelph, Waterloo, Wilfrid Laurier)

**1 Duplicate**

[Save](#) [Request](#) [Detail](#)

The details will show all duplicate bibliographic records.

## 2.6 Saving Records

While searching for records it is possible to add them to a **Saved List**. This allows for a list of items of interest to be built up from the results of several searches and then requested, printed or emailed to interested parties.

To add an item to the saved list – click on the **Save** link in the search results display or in the record details.





The **Save** button is no longer available once a record is in the saved list.

19. [Black holes / by Marcia Zappa.](#)  
Edina, Minn. : ABDO Pub. Co., c2011.  
Number of holdings: 1 | ISBN - 9781617146862 1617146862 | LCCN - 2010028580  
Collection: St Paul PL  
[Save](#) [Request](#) [Details](#)

20. [101 quantum questions : what you need to know about the world you can't see / Kenneth W. Ford.](#)  
Cambridge, Mass. : Harvard University Press, 2011.  
Number of holdings: 2 | ISBN - 9780674050990 0674050991 | LCCN - 2010034791  
Collection: St Paul PL  
[Save](#) [Request](#) [Details](#)

To view the items you have placed in the saved list, click on the **Saved List** option on the top menu bar.

[Standard](#) [Advanced](#) [Profiles](#) [Results](#) [Merge Duplicates](#) [Filter Options](#) [Sort Results](#) [Status](#) [History](#) [Saved List](#) [Searches](#) [Create Request](#)

The list of items that have been saved during the current session will be displayed.



The Saved List is cleared when the user logs out of **NRE/VDX**.

**My Saved List**

Result pages: 1 2 >

Display format:

[Bring selected items to top](#)  
[Select all items](#) [Remove](#) [Email](#) [Request](#) [Print](#)  
[Deselect all items](#)

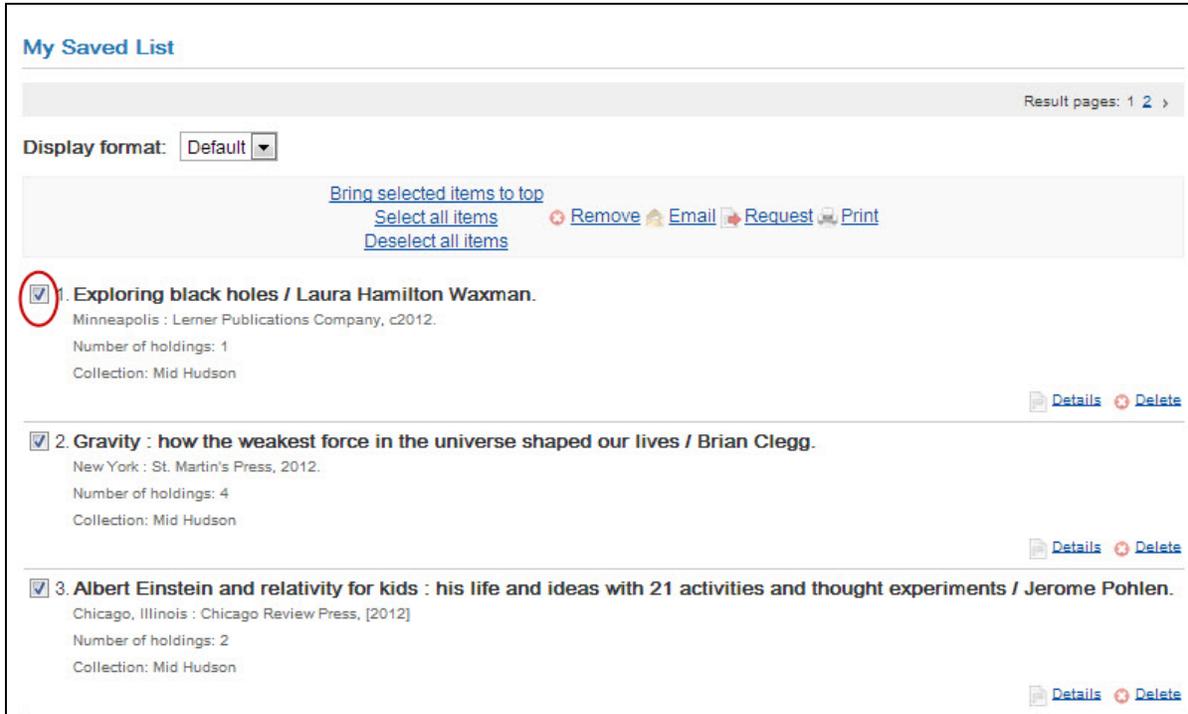
1. **Exploring black holes / Laura Hamilton Waxman.**  
Minneapolis : Lerner Publications Company, c2012.  
Number of holdings: 1  
Collection: Mid Hudson  
[Details](#) [Delete](#)

2. **Gravity : how the weakest force in the universe shaped our lives / Brian Clegg.**  
New York : St. Martin's Press, 2012.  
Number of holdings: 4  
Collection: Mid Hudson  
[Details](#) [Delete](#)

3. **Albert Einstein and relativity for kids : his life and ideas with 21 activities and thought experiments / Jerome Pohlen.**  
Chicago, Illinois : Chicago Review Press, [2012]  
Number of holdings: 2  
Collection: Mid Hudson  
[Details](#) [Delete](#)

## 2.6.1 Printing Saved Records

To mark items for printing – simply select the item or items by checking the Select check box.



**My Saved List**

Result pages: 1 2 >

Display format: Default ▾

[Bring selected items to top](#)  
[Select all items](#) [Remove](#) [Email](#) [Request](#) [Print](#)  
[Deselect all items](#)

1. **Exploring black holes / Laura Hamilton Waxman.**  
Minneapolis : Lerner Publications Company, c2012.  
Number of holdings: 1  
Collection: Mid Hudson  
[Details](#) [Delete](#)

2. **Gravity : how the weakest force in the universe shaped our lives / Brian Clegg.**  
New York : St. Martin's Press, 2012.  
Number of holdings: 4  
Collection: Mid Hudson  
[Details](#) [Delete](#)

3. **Albert Einstein and relativity for kids : his life and ideas with 21 activities and thought experiments / Jerome Pohlen.**  
Chicago, Illinois : Chicago Review Press, [2012]  
Number of holdings: 2  
Collection: Mid Hudson  
[Details](#) [Delete](#)

Alternatively if you want to select all the records, click the **Select all items** option



[Bring selected items to top](#)  
[Select all items](#) [Remove](#) [Email](#) [Request](#) [Print](#)  
[Deselect all items](#)

Once the records have been selected – click the **Print** button.

The records will be displayed in a print preview window for confirmation. The print format can be selected at the top of the screen. By default, the records are printed in the details format, showing the full bibliographic details.

**Preview**

Format: **Details** ▼ Print Cancel

**Collection: Mid Hudson**

Title **Exploring black holes / Laura Hamilton Waxman.**  
 Format Book  
 Authors Waxman, Laura Hamilton  
 Imprint Minneapolis : Lerner Publications Company, c2012.  
 Description 40 p. : col. ill. ; 24 cm.  
 Series Searchlight books. What's amazing about space  
 Summary Text, photographs, and illustrations provide an introduction to black holes, covering what they are, how they form, how scientists study them, and other related topics.  
 Notes Includes bibliographical references (p. 39) and index.  
 Contents A great space mystery -- Black holes up close -- Falling into a black hole -- Birth of a black hole -- Studying black holes.  
 Subjects Black holes (Astronomy) -- Juvenile literature.  
 ISBN 9780761354420  
 Library Congress Number 2010035378

**Holdings**

Call Number	Availability
J 523.8 Wax	CHECKED IN

To print a citation list, select the Citation format. This format shows the bibliographic details as a source citation.

**Preview**

Format: **Citation** ▼ Print Cancel

Waxman, Laura Hamilton. *Exploring black holes / Laura Hamilton Waxman.* Minneapolis : Lerner Publications Company, c2012. Includes bibliographical references (p. 39) and index. ISBN 9780761354420.

Clegg, Brian. *Gravity: how the weakest force in the universe shaped our lives / Brian Clegg.* New York : St. Martin's Press, 2012. ISBN 9780312616298. ISBN 0-31-261629-5.

Click the **Print** link to print the records selected. A print dialog will display from which you can select the printer, print range, number of copies, etc.

## 2.6.2 Emailing Saved Records

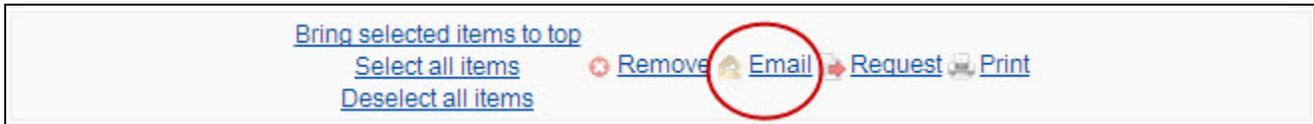
Records from the Saved List can also be emailed. This is particularly useful if the search is being used to create a bibliography.

Select items to be emailed using the check box to the left of the brief details, as you did to print a record from the Saved List.



If you want to select all the records, click the **Select all items** option at the top of the page.

Once the records have been selected – click the **Email** option.



As with printing, a preview message will be displayed. This allows the email address, subject line and mail format to be checked and modified if necessary.

**Email From Saved List**

Mail address:

Subject line:

Mail format:

**Preview**

Waxman, Laura Hamilton. *Exploring black holes / Laura Hamilton Waxman*. Minneapolis : Lerner Publications Company, c2012. Includes bibliographical references (p. 39) and index. ISBN 9780761354420.

Clegg, Brian. *Gravity : how the weakest force in the universe shaped our lives / Brian Clegg*. New York : St. Martin's Press, 2012. ISBN 9780312616298. ISBN 0-31-261629-5.

The bibliographic data can be sent with full details or as citations. By default, the email will use the citation format.

Click on the **Email** button to send the mail.

A confirmation message will be displayed

**Email Sent**

An email containing details of your selected search results has been sent to email address **anyone@anywhere.org** with the subject line of "Email from VDX".

To return to your saved list, [click here](#).

### 2.6.3 Requesting Saved Records

ILL requests can be created from the Saved List using the **Request** link.



Bring selected items to top  
[Select all items](#) [Remove](#) [Email](#) [Request](#) [Print](#)  
[Deselect all items](#)

Each title will be requested individually from the queue of items to request. The request form is the same as the request form in the Requests section. The only addition is a statement of the order of the current request and the ability to skip to the next request in the queue.

**ILL Request**

(1 of 3) [Skip](#) [Request](#) [Cancel](#)

Once a request for one of the saved items has been made, a confirmation message is displayed.

**New Request**

---

**List Item 1 of 3.**

Your request has been successfully submitted.

The system has assigned the ILL number **12868** to the request.

**Progress Summary**

<b>ILLs sent so far</b>	12868
<b>Number of failures</b>	0
<b>Number skipped</b>	0

[Cancel](#)  
[Continue](#)

The Cancel option will display the main Saved List page.

The Continue option will display the request form for the next saved item to be requested.

## 2.7 Search History

**NRE/VDX** remembers all searches run during a session – the Search History is saved until you log out of **NRE/VDX**.

Click on the **History** option from the top menu bar.



[Standard](#) | [Advanced](#) | [Profiles](#) | [Results](#) | [Merge Duplicates](#) | [Filter Options](#) | [Sort Results](#) | [Status](#) | [History](#) | [Saved List](#) | [Searches](#) | [Create Request](#)

A list of searches run since you logged in will be displayed.

### Search History

You searched for **(Any Equal Phrase "black" AND Any Equal Phrase "holes")** in [Anoka PL](#), [St Paul PL](#), [Melvyl](#), [Mid Hudson](#), [SUNY New Paltz](#), [Franklin D Roosevelt Library](#), [Univ of Toronto](#), [TUG](#), [Concordia Univ](#), [Bishops Univ](#), [TRAC](#), [Edmonton PL](#), [INFo](#)

[Edit](#) [Re-run](#)

You searched for **(Any Equal Phrase "blue" AND Any Equal Phrase "shoes")** in [Anoka PL](#), [St Paul PL](#), [Melvyl](#), [Mid Hudson](#), [SUNY New Paltz](#), [Franklin D Roosevelt Library](#), [Univ of Toronto](#), [TUG](#), [Concordia Univ](#), [Bishops Univ](#), [TRAC](#), [Edmonton PL](#), [INFo](#)

[Edit](#) [Re-run](#)

You searched for **(Title Equal Phrase "black" AND Title Equal Phrase "holes")** in [Anoka PL](#), [St Paul PL](#), [Melvyl](#), [Mid Hudson](#), [SUNY New Paltz](#), [Franklin D Roosevelt Library](#), [Univ of Toronto](#), [TUG](#), [Concordia Univ](#), [Bishops Univ](#), [TRAC](#), [Edmonton PL](#), [INFo](#)

[Edit](#) [Re-run](#)

You can modify or refine a previous search by clicking **Edit**. This will present the Advanced Search screen where you can add, edit or delete existing search terms or select different collections to search.

Click **Re-run** to repeat the search without changing either your selection of Collections or search terms.

The search history is available throughout your **NRE/VDX** session. Once you log out, the history of previous sessions is no longer available to you.



## 2.8 Saving Searches

You may save searches to be used in later **NRE/VDX** sessions.

From the Search Results screen, select '**Saved Search**'

**Results**

You searched for **(Any Equal Phrase "Black" AND Any Equal Phrase "Holes")** in [Anoka PL](#), [St Paul PL](#), [Melvyl](#), [Mid Hudson](#), [SUNY New Paltz](#), [Franklin D Roosevelt Library](#), [Univ of Toronto](#), [TUG](#), [Concordia Univ](#), [Bishops Univ](#), [TRAC](#), [Edmonton PL](#), [INFo](#)

[Save search](#)

Result pages: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 >

- [Exploring black holes / Laura Hamilton Waxman.](#)  
Minneapolis : Lerner Publications Company, c2012.  
Number of holdings: 1 | ISBN - 9780761354420 | LCCN - 2010035378  
Collection: Mid Hudson  
[Save](#) [Request](#) [Details](#)
- [Black holes / by Martha E.H. Rustad.](#)  
Mankato, Minn. : Capstone Press, c2012.  
Number of holdings: 1 | ISBN - 9781429675840 1429675845 | LCCN - 2011021643  
Collection: Mid Hudson

A new window will open in which you can name your saved search.

**Save current search**

Title:

[Save](#) [Reset Form](#)

Name the search and click **Save** to save it to the database. The collections, terms searched and filters are saved, but not the actual search results. So, when you rerun your saved search, new and updated information will be included.

Your search will now be available for you to rerun as needed until you choose to delete it. To access your saved searches, choose Searches from the menu at the top of the screen.

[Standard](#) | [Advanced](#) | [Profiles](#) | [Results](#) | [Merge Duplicates](#) | [Filter Options](#) | [Sort Results](#) | [Status](#) | [History](#) | [Saved List](#) | [Searches](#) | [Create Request](#)



You will be presented with a list of your saved searches and the date and time they were last used. From this list, you may rerun the search, edit the search and rerun it, or delete the search from the database.

**Saved Searches**

---

**Black Hole**

You searched for **(Any Equal Phrase "Black" AND Any Equal Phrase "Holes")** in [Anoka PL](#), [St Paul PL](#), [Melvyl](#), [Mid Hudson](#), [SUNY New Paltz](#), [Franklin D Roosevelt Library](#), [Univ of Toronto](#), [TUG](#), [Concordia Univ](#), [Bishops Univ](#), [TRAC](#), [Edmonton PL](#), [INFo](#)

Last Used: 5:35:10 PM on October 24, 2012

Options: [Re-run](#) [Edit](#) [Delete](#)



## 2.9 Creating Search Profiles

A search profile is a group of searchable Collections. OCLC has provided at least one default profile that is available to all your users, whether they are logged in or not. Once you are logged in to **NRE/VDX**, more profiles may be available to you. Profiles followed by '[shared]' were created for your **NRE/VDX** system by a system administrator. The shared profiles are generally available to all users and cannot be changed except by the system administration.

A user can create personal profiles to suite his individual needs.

**Standard Search**

Type the word or words you want to search. You can search for a complete phrase by typing it in quotation marks ("gone with the wind"). For more searching options, go to the [Advanced Search](#) page.

**Current Profile:** Default [shared] ▼

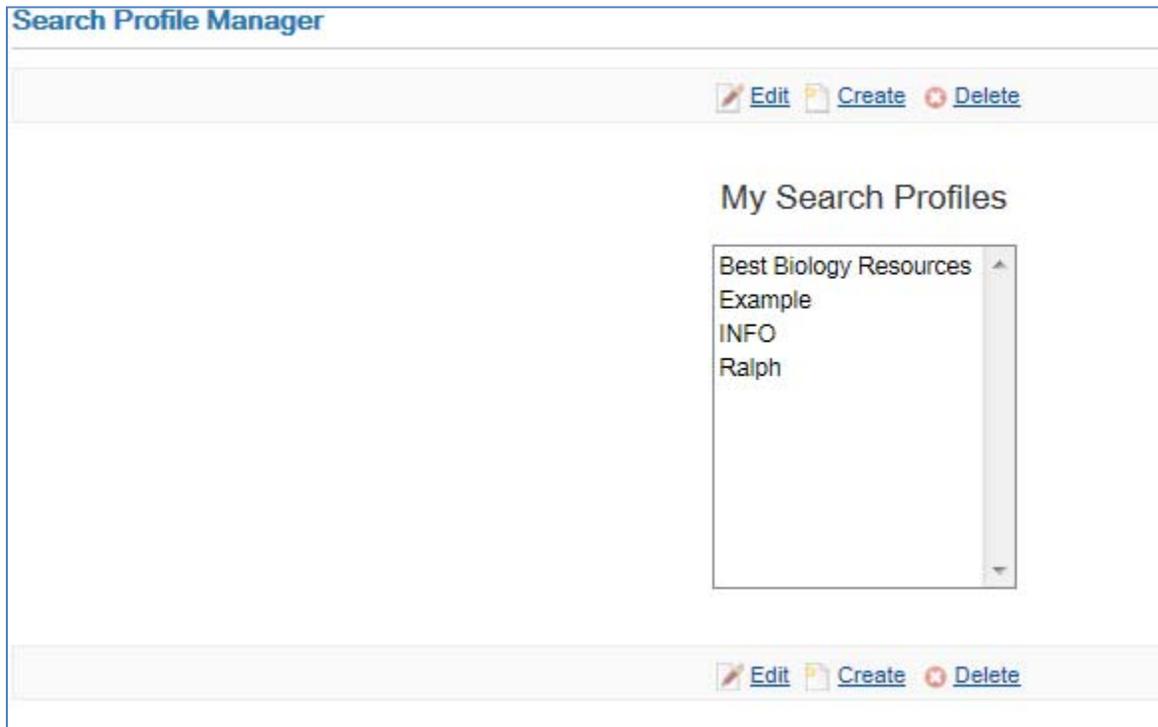
Search for:  **Search** [Reset](#)

[▶ Collections](#)

To create a new profile or modify a profile you created previously, click on **Profiles** from the top menu.

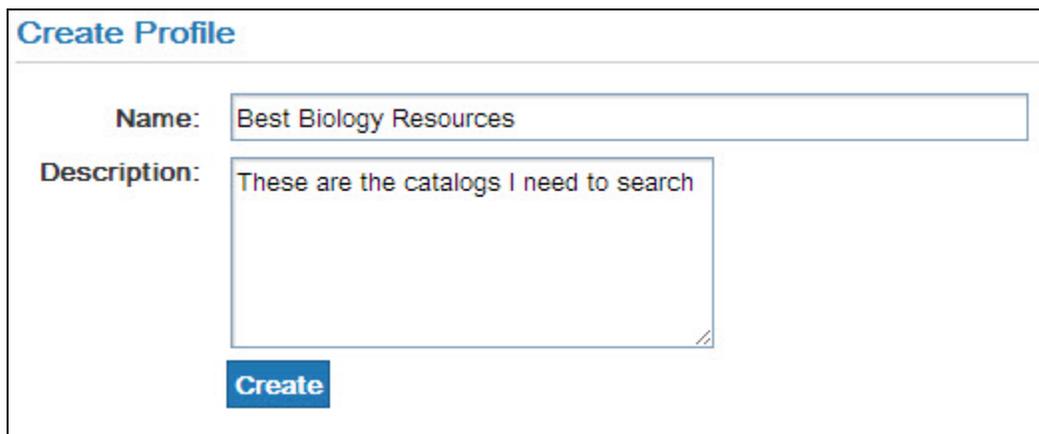
[Standard](#) | [Advanced](#) | **[Profiles](#)** | [Results](#) | [Merge Duplicates](#) | [Filter Options](#) | [Sort Results](#) | [Status](#) | [History](#) | [Saved List](#) | [Searches](#) | [Create Request](#)

The Search Profile Manager screen will be displayed. Any Search Profiles previously created by the user will be shown under My Search Profiles. The Search Profiles which are available to all users of your **NRE/VDX** system are shown under Shared Search Profiles. Shared Search Profiles can only be changed by the user who created it.



To create a new Search Profile - click on **Create**.

You need to give your profile a Name. Enter the details of the Search Profile in the Description field.



Select the collection or collections to be included in your Search Profile by clicking on the check boxes.



Collections with a plus sign indicate that it is a collection of other collections. By selecting that collection, you automatically select all of its components. Click on the plus sign to expand the list of component collections to select one or more individually.



Once you have selected your preferred list of Collections, click the **Create** button to save your profile.

The new profile will be accessible from Current Profiles drop-down in both the Standard and Advanced Search.

## Standard Search

Type the word or words you want to search. You can search for a complete phrase by typing it in quotation marks ("gone with the wind"). For more searching options, go to the [Advanced Search](#) page.

Current Profile:

Search for:

[Collections](#)

### Searchable Collections

- [Alt Health Watch](#)
- [Amicus](#)
- [University A Catalog](#)
- [University B Catalog](#)

[Select all](#) [Deselect all](#)

To modify an existing profile, select the Search Profile to be modified and click **Edit**.

## Search Profile Manager

### My Search Profiles

- Best Biology Resources
- Example

You will then be presented with the list of Collections, from which you may select new Collections and/or deselect previously selected Collections.



Next time the user logs into **NRE/VDX**, the last profile searched in the previous session is selected by default.



## 2.10 Checking the Status of Searchable Collections

If you think there is a problem obtaining results from any Collection, you can check the status of each Collection that you are searching.

After executing a search, click on the **Status** option from the top menu bar.



Search Status				
Presenting				
Result contains 142 out of 1977 hits.				
Target	Status	Total Hits	Fetches Hits	Requested Hits
Anoka PL	Error	0	0	0
Bishop's University	Search Complete	18	18	10
Concordia University	No Hits	0	0	0
Edmonton Public Library	Presenting	145	20	10
Franklin D. Roosevelt Library	Search Complete	4	4	4
INFO	Connecting	0	0	0
Melvyl	Error	0	0	0
Mid Hudson	Connecting	0	0	0
SUNY New Paltz	Presenting	49	20	10
St Paul PL	Presenting	141	20	10
TRAC	Presenting	238	20	10
TUG Union Catalogue - (Universities of Guelph, Waterloo, Wilfrid Laurier)	Presenting	916	20	10
University of Toronto	Presenting	466	20	10

The Collections searched are listed in the **Target** column.

Each Collection searched will have a **Status**. The possible statuses are outlined in the table below:

Presenting	The Collection has found results and is in the process of displaying them.
Search Complete	The Collection has found and displayed all the results.
Incomplete	The Collection was interrupted before your search was completely processed.
Error	The Collection is not operational at this time.
Unsupported	The Collection is operational, but doesn't support this search.
Searching	The search is still in process; no results have been returned
No Hits	The search was completed but no results were found to match the search terms.



The **Total Hits** displays the total number of hits found from the search.

**Fetches Hits** displays the number of hits currently displayed. At the beginning of your search, this is the total number of hits automatically displayed in the initial search result set. When you return to **Search Results** and ask for more hits - by clicking on the arrow or page number - this number changes as additional hits are displayed.

**Requested Hits** shows the number of hits requested by clicking to see additional results. Not all requested hits may be returned yet.

If a Collection shows an Error status, this may be a temporary problem and it is often worth trying the search again a few moments later. If the collection consistently has a status of Error, please report it to **NRE/VDX** support.

## 3. HOW TO REQUEST AN ITEM

---

There are 2 main ways to place an ILL request using **NRE/VDX**:

- Using bibliographic data found in a **NRE/VDX** search.
- Using a blank request form for titles not found in a **NRE/VDX** search.

### 3.1 Requesting Items Found in a Search

Launch a **Search** and find the item you want to request. The **Request** button is available from both the results **Hitlist** and the **Details** display.

1. [On to eternity : record of presidential addresses and resolutions of All India Adult Education Conferences held from 1938 to 1958.](#)  
New Delhi : Indian Adult Education Association, 1959.  
Number of holdings: 1  
Collection: University of Toronto

 Save  **Request**  Details

*Request* button in *Results* display



and in **Details** display

**Result Details**

---

Record 1 of 1 | Collection: **University of Toronto** Previous Next

 [Save](#)
 [Request](#)

Title	<b>On to eternity : record of presidential addresses and resolutions of All India Adult Education Conferences held from 1938 to 1958.</b>
Format	Book
Authors	Dutta, Shib Chandra 1919-1987
Meeting Name	All India Adult Education Conference.
Imprint	New Delhi : Indian Adult Education Association, 1959.
Description	vi, 186 p.
Series	Series (Indian Adult Education Association) ; no. 43
Notes	24
Subjects	Adult education -- India -- Congresses.
Other Authors	Indian Adult Education Association.
Language	
Language	English

[Holdings](#)

Call Number	Availability
OISE_UT 374.954 D9790	STACKS Type:BOOK Copy #1

The ILL request screen is then displayed with the bibliographic information from the search. The request is divided into sections. Each of the sections is described below.

Each section on the request form can be expanded or collapsed as needed for efficient viewing and editing of the request. The following example shows the Request Details and Item Details collapsed and the Rota Details expanded. Click on the arrow or the link to toggle the display of the section.



ILL Request

[Request](#) [Reset](#)

[Request Details](#)

[Item Details \(Book\)](#)

[Rota Details](#)

**Holdings** [Found](#)

Available

JOYCE (Int. ILL) Test Steve Responder

Selected

Roger - MnLINK Responder

[Add](#) [Remove](#)

[Move to Top](#) [Up](#) [Down](#) [Move to Bottom](#)

[Select All](#) [Deselect All](#)

Library symbol or location name:  [Search](#)

OCLC has configured many default values that apply to a new request so that most requests in practice only require a small amount of data entry by the user.

### Request details

[Request Details](#)

Authorisation Status

Item Format

The request details section displays the authorization status of the new request and the item format.

By default, the authorization status will be *'To Be Authorized'*. When a new request is made with an authorization status *'To Be Authorized'*, automatic mediation processes are carried out. **NRE/VDX** will search for the title in sources preferred by the requesting library, find libraries that hold the item, and create a rota (lending string), sorted according to the preferences of the requesting library.

The Item Format is derived from the bibliographic data in the search result. It normally does not need to be changed unless the request is for a piece within the item, such as a chapter or an article. If you find the bibliographic record for a book, but require a DVD, for example, it is better practice to find the bibliographic record for the DVD rather than use the one for a different format. **NRE/VDX** searches based on ISBN and ISSN and these will vary with different formats of a title. Finding the correct bibliographic record for the format you require will result in a better selection of possible lenders for the item.



## Service details

▼ [Service Details](#)

	Service 1		Service 2
Service Type	Loan ▼	Service Type	▼
Media Type	▼	Media Type	▼

The default **Service Type** (*Loan* or *Copy non-returnable*) will be automatically entered by **NRE/VDX** based on whether the item is a monograph or serial. You can alter this if you wish to override the default service type. An additional service type may be added in the Service 2 field as an alternate acceptable type. Many **NRE/VDX** systems are configured to default an additional service type as Service 2 so that the item can be provided by the lender as a loan or as a copy. If your **NRE/VDX** system is configured with a default Service 2, the default will be added to your request if you leave Service 2 blank.

The **Media Type** field allows you to specify what format you would like to receive the material in, for example, *printed* or *photocopy*. You need only specify a Media Type if you want is anything other than a printed book for a loan request or a photocopy for a copy non-returnable request. You may specify 2 media type preferences.



## Item details

Item Details (Book)

Use Our Local Number to record your locally defined running number for this request

Our Local Number	<input type="text"/>
Title	From eternity to here
Subtitle	the quest for the ultimate theory of time
Author	Carroll, Sean M 1966-
Series Title & Numbering	<input type="text"/>
Sponsoring Body	<input type="text"/>
Publisher	Dutton
Place of Publication	New York
Date	c2010.
Edition	<input type="text"/>
Any Edition	<input type="text"/>
Item Description	ix, 438 p. : ill. ; 24 cm.
ISBN	0525951334 (hardcover);9780525951339 (hardcover)
Volume	<input type="text"/>
UPC	<input type="text"/>
Classmark	<input type="text"/>
Ref. Source	University of Toronto/UNICORN

Use Item Note to send the lender important additional item information like 'Large Print Version' or 'First Edition Only' or to indicate that the Visually Impaired declaration form is completed, signed and on your files.

Item Note

This section of the request form shows bibliographic information that is automatically pulled into the form from your search results. If necessary, you can edit this information.

The **Our Local Number** field allows you to record a local request number in addition to the number allocated by **NRE/VDX** - you will later be able to retrieve the request by searching for this number if required. This field is optional and is provided for libraries that have an additional request tracking system outside of **NRE/VDX**.

You can enter an **Item Note** in this area of the screen – this is a Public note and is sent with the request for all potential suppliers in the rota. This note is also displayed in the Brief Request Details.



## Rota/Lending String Details

[Rota Details](#)

**Holdings** [Found](#)

Available

JOYCE (Int. ILL) Test Steve Responder

Selected

Roger - MnLINK Responder

[Add](#) [Remove](#)

[Move to Top](#) [Up](#) [Down](#) [Move to Bottom](#)

[Select All](#) [Deselect All](#)

Library symbol or location name:  [Search](#)

[Rota Location Details](#)

Symbol

Description

Suspension

Control Numbers

Item Numbers

[Update](#) [Add](#) [Delete](#) [Delete](#)

Selected Item Details

Control Number

Item Number

Call Number

Chronology

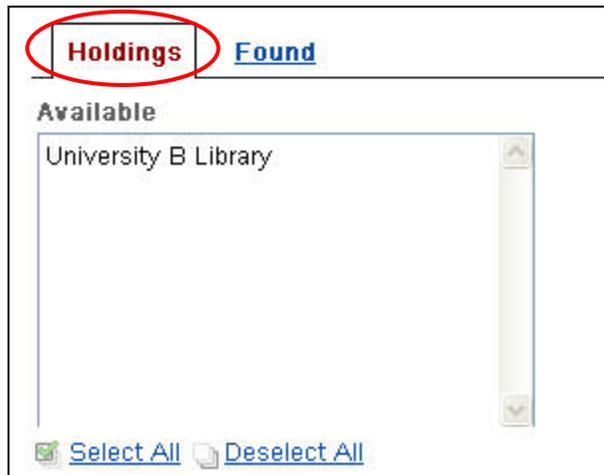
Enumeration

Availability

[Update](#) [Add](#)

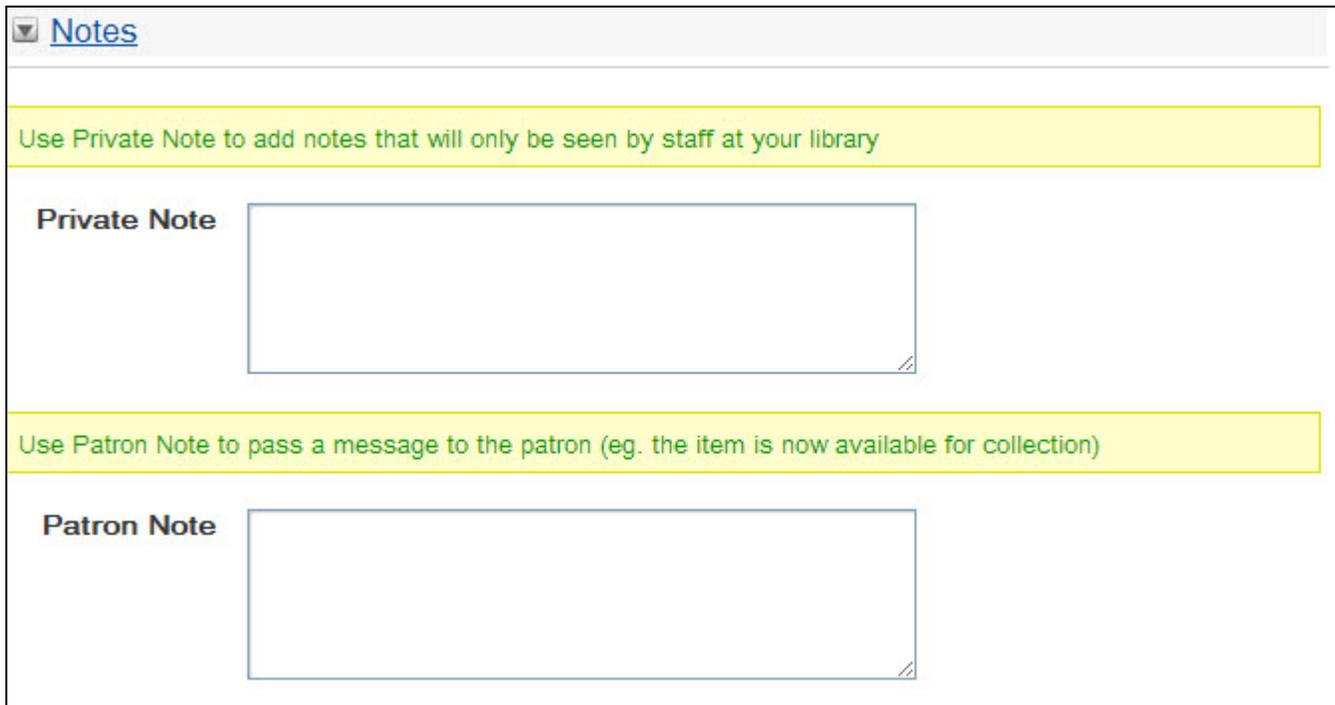
The left-hand Available box shows the locations identified as having copies of the item or locations found as a result of a search by library symbol or location name. In a new request, the Holdings tab will show the locations identified in the bibliographic record selected for the request.

The control numbers (Library of Congress number, OCLC, etc.) that are found in the bibliographic record are displayed in the Control Numbers box. Other control numbers can be added by selecting the appropriate number type, entering the number in the text box and clicking the Add button.



Any modifications to the rota and numbers associated with the item at a particular library should be made after **NRE/VDX** has processed the request and identified all the locations that hold the item. This is described later in this manual.

### Notes



You can enter a Private Note here. This note is *not* sent with the request to potential suppliers. It can only be seen by the requesting library.

You can also enter a Patron Note (if configured). This note will display to your end user when he looks at 'My Requests' in ZPORTAL.



## Patron Details

▼ Patron Details

Patron Barcode  [Validate](#)

---

Patron Name Ralph Horton  
Patron Barcode RHORTON  
Patron ID 25  
Patron status BUSYS  
Patron Email

Amount willing to pay

Here you can record the name of the end-user requesting the item, so that you can use it to find the request via a search later. If your users are authenticated from within **NRE/VDX** or a service outside of **NRE/VDX**, you will be able to validate the user's details once you have selected the appropriate authentication service (if a choice is offered).

Once the user is validated, the email address in his user record will display in the Patron Email field. It can be modified if needed.

You can also enter the amount and currency the patron is willing to pay and account to be charged if there will be fees charged to the patron for this request.

If you are creating a request on behalf of an end user, you must validate the patron here in order for him to be able to see the request in ZPORTAL or WorldCat.

If your location is not configured to validate your users against **NRE/VDX** or a service outside of **NRE/VDX**, the Patron Details section will be free-text.

▼ Patron Details

Patron Name

Patron Email

Amount willing to pay

If you do not add patron details to a request, the staff member logged in when creating the request will be the patron in the request.



## Additional Service Details

Additional Service Details	
Service Level	Normal - Local Search
Can Hold	
Max. Cost	0.00 United States Dollar
Need By Date	29 nov 2014
Expiry Type	Calc From Expiry Days
Expiry Days	4

Most of the fields in this section of the form are defaulted from rules specific to your location. If you add any information in this section, it will override the defaults within **NRE/VDX**.

You can specify a **Service Level** that indicates if you need Normal or Rush delivery. If you do not enter anything in this field, **NRE/VDX** will default the value based on the need-by date entered.

The Max. Cost field (optional) indicates the most you will want to spend to receive this item.

The Need By Date indicates the date by which the item should be delivered to you. It may be defaulted once the request is mediated, but can be changed when necessary. The date needs to be entered in the DD MON YYYY format.

**NRE/VDX** will send an Expiry Date to the responder, indicating how long the responder can hold the request before it moves on to the next responder. How **NRE/VDX** calculates the expiry date for each responder is normally set by default and should not be changed without a specific reason to do it.



## Delivery Details

<b>Service Level</b>	Ariel via Email
<b>Can Hold</b>	Ariel via FTP
<b>Max. Cost</b>	Article Exchange
<b>Need By Date</b>	Courier
<b>Expiry Type</b>	Electronic Mail
<b>Expiry Days</b>	Facsimile (fax)
	File Transfer Protocol (FTP))
	Odyssey
	Postal Delivery
	Testing electronic
	WebPDF
	Will Collect from Responder
<b>Delivery Method</b>	

Select the appropriate **Delivery Method** from the predefined list, for example, Postal Delivery, e-mail, FTP. If no delivery method is chosen, the **NRE/VDX** default will be used.

If your users can pick up their requested material at more than one location, you will see Pickup Location options. The appropriate pickup location can be selected here.

Once all the details have been entered, click on the **Request** button at the bottom or top of the screen.

**Request**



When the request has been successfully submitted, a new request message will be displayed.

You will be informed of the request's unique ILL number, and will be able to print request details if required. Please take a note of this number as it will be used later to find the request.

## New Request

---

### Request Result

Your request has been successfully submitted.

The system has assigned the ILL number **12870** to the request.

Use the [Requests](#) option to track the status of this request.

### Request Details

-- LOAN Request -- 25 Oct 2012 --

Request Number:	12870
Title:	From eternity to here
Author:	Carroll, Sean M 1966-
Date of publication:	c2010.

 [Print](#)



### 3.2 Requesting Items Not Found in a Search

There will be occasions when the item you need to request cannot be found via a bibliographic search. **NRE/VDX** allows you to enter the request details yourself.

Select the **Create Request** option from the links at the top of the page if you are in the **Search** domain.



Or select the **Create** option from the links at the top of the page if you are in the **Requests** domain.



A blank ILL Request screen is displayed.

**ILL Request**

[Request](#) [Reset](#)

**Request Details**

Authorisation Status: 
  
 Item Format:

**Service Details**

Service 1 Service Type: <input type="text" value="Loan"/> Media Type: <input type="text"/>	Service 2 Service Type: <input type="text"/> Media Type: <input type="text"/>
--	---

**Item Details (Book)**

Use Our Local Number to record your locally defined running number for this request

Our Local Number	<input type="text"/>
Title	<input type="text"/>
Subtitle	<input type="text"/>
Author	<input type="text"/>
Series Title & Numbering	<input type="text"/>
Sponsoring Body	<input type="text"/>
Publisher	<input type="text"/>
Place of Publication	<input type="text"/>
Date	<input type="text"/>
Edition	<input type="text"/>
Any Edition	<input type="text" value=""/>
Item Description	<input type="text"/>
ISBN	<input type="text"/>
Volume	<input type="text"/>
UPC	<input type="text"/>
Classmark	<input type="text"/>
Ref. Source	<input type="text"/>

Select the appropriate Item Format from the drop-down list. The bibliographic fields provided are dependent on the item format chosen.

Enter the required information (as much bibliographic information as possible, though only Title is required).

Click the **Request** button. 

 It is strongly recommended that you enter an ISBN, ISSN or OCLC Number. Without one of these keys **NRE/VDX** will not build a Rota or be able to identify titles that you may hold.