



Accessing items held electronically in the High Demand Collection

Your tutor or lecturer may have arranged for some items (eg journal articles, exam papers or chapters from books) to be added electronically to the Library's High Demand Collection. These items have been digitally scanned and are made available online via the library catalogue.

Note You will need the Adobe Acrobat software installed on your computer in order to open these items. You can download it free from www.adobe.com/products/acrobat/readstep2.html

To find an item in the High Demand Collection

1. Go to the library catalogue gateway page at catalogue.library.unisa.edu.au/

Note You can search by title of the journal article or book chapter via the *Quick Search* screen and then go to Step 6.

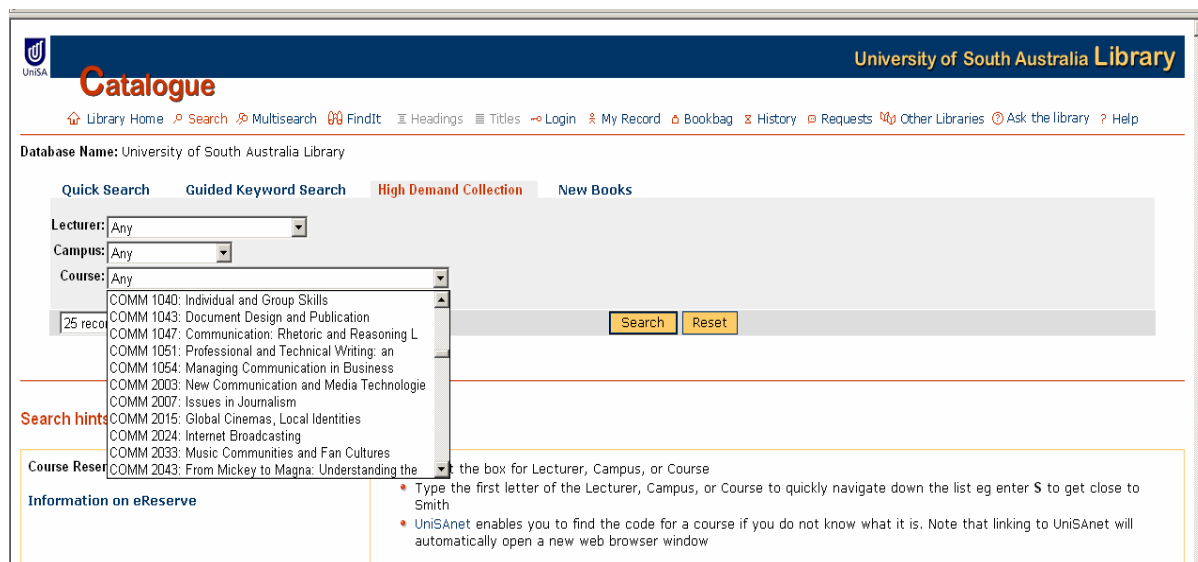
2. Click on *High Demand Collection*

The screenshot shows the University of South Australia Library Catalogue search interface. At the top, there is a navigation bar with the Unisa logo and the text 'University of South Australia Library'. Below this is a 'Catalogue' header and a navigation menu with links for 'Library Home', 'Search', 'Multisearch', 'FindIt', 'Headings', 'Titles', 'Login', 'My Record', 'Bookbag', 'History', 'Requests', 'Other Libraries', 'Ask the library', and 'Help'. The main content area shows the 'Database Name: University of South Australia Library' and four search tabs: 'Quick Search', 'Guided Keyword Search', 'High Demand Collection', and 'New Books'. The 'High Demand Collection' tab is selected. Below the tabs is a search form with a 'Search for:' input field and a 'Quick Limits:' dropdown menu set to 'None'. A 'Search in:' dropdown menu is open, showing a list of search criteria: 'Title (omit a, an, the... as the first word)', 'Author*', 'Journal title (omit a, an, the... as the first word)', 'Subject heading*', 'Call number*', 'Keywords (search engine style)', and 'Keywords (using and, or, not)'. At the bottom of the search form, there is a '25 records per page' dropdown, 'Search' and 'Reset' buttons, and an 'All Limits' button.

3. Select your course code from the *Course* drop down menu.

Note If you do not know the course catalogue number, scroll down to **Information on eReserve** under the **Search hints**. You can select the *UniSAnet* link, where you can search for your course code.

Click on *Search*



4. Scroll through the list of High Demand Collection items until you find the catalogue record for the item on you are interested in. Items held electronically are represented by the location *@eDocuments Collection* or *@eReader Collection*

5. Click on the title of the item you are looking for, eg *Writing business reports*

	Library Location: @eReader Collection	Call Number:	Status: In
<input type="checkbox"/> 10	Nonverbal communication [electronic resource] / S. Hybels and R.L. Weaver II.	eR: eReaders	Patrick-Rolf, Ms Megan
<input type="checkbox"/> 11	Perception, self-awareness, and self-concept [electronic resource] / J.C. Pearson and P.E. Nelson.	eR: eReaders	Patrick-Rolf, Ms Megan
<input type="checkbox"/> 12	Verbal message [electronic resource] / S.L. Tubbs and S. Moss.	eR: eReaders	Patrick-Rolf, Ms Megan
<input type="checkbox"/> 13	Writing business reports [electronic resource] / Neil Burdess.	eR: eReaders	Patrick-Rolf, Ms Megan

6. Click on the link in the Access field

Database Name: University of South Australia Library
Search Request: High Demand Collection Search = Course=COMM 1040: Individual and Group Skills
Search Results: Displaying 13 of 23 entries

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Brief Record Detailed Record More Like This MARC View

Writing business reports Neil Burdess.

Main Author: Burdess, Neil
Title: Writing business reports [electronic resource] / Neil Burdess.
Variant Title: Individual and group skills
In: Handbook of student skills / Ch. 15, pp. 132-139, 146

Linked Records: #	Full Title	Publication Date
[1]	Handbook of student skills / Neil Burdess.	1998.

Series: COMM 1040 : Individual and group skills ; Reading 14
Series Linked Records: [Click here for related records](#)

Location: @ eReader Collection
Temporarily Shelved at @ eReader Collection
Filesize: PDF 348 KB. (Files larger than 1000 KB may be slow to download outside the University network)
Access: Writing business reports***Login Required***
Status: In

7. Enter your University network ID and your password, then click on *Login*
Note This is the same user ID and password that you use to login to MyUniSA and your student email.

If you have already logged in you will automatically go to Step 8.

If you have problems with logging in, fill out the **Ask the library** form at www.library.unisa.edu.au/help/ask.asp

Unisa **Catalogue** University of South Australia Library

Library Home Search Multisearch Headings Titles Login My Record Bookbag Saved Searches History Requests Other Libraries Ask the library Help

Please login with a valid username and password.

- University Staff and Students should use their University Username (e.g. "blogix001" or "blogix") and Password.
- Other users should use their Library Barcode as Username, and Last Name as Password.

Username:
Password:

Login Reset

Library Home Search Multisearch Headings Titles Login My Record Bookbag Saved Searches History Requests Other Libraries Ask the library Help

Save Search as Link

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8. The catalogue record for the screen appears. Click on the link in the *Access* field

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Search Request: High Demand Collection Search = Course=COMM 1040: Individual and Group Skills
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[Brief Record](#) [Detailed Record](#) [More Like This](#) [MARC View](#)

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Temporarily Shelved at @ eReader Collection
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Status: In

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Save Options

Format Type: Full Record

Email address:

9. The article will open in the Adobe Acrobat reader. Use the grey buttons on the Adobe Acrobat reader menu bar to print or save the article.

10. If you are using a public workstation in the UniSA Library, logout of the library catalogue before you leave the workstation. Otherwise your patron details can be accessed by other library users.