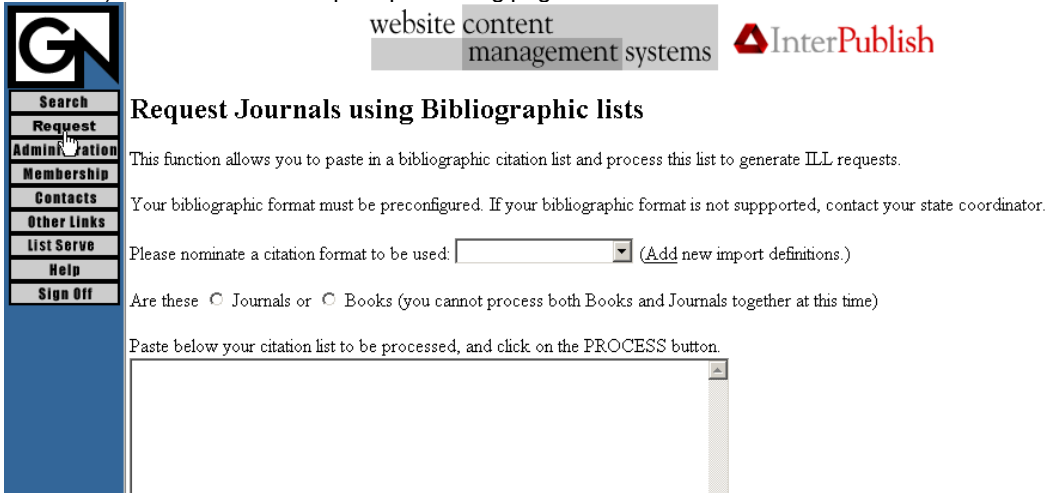


FAQ - REQUEST PROCESSING IN INTER-SEARCH

The request processing brings together the parsing rules and the contacts list to provide means of processing a full citation list to generate multiple ILL requests internally or externally, fax or email, through one action.

The system can be configured for most standardised citation export formats from online databases. However, the export format must be registered in Inter-Search before it can be used. An example from CINAHL is attached at the end of this FAQ.

To try out this new function, take the REQUESTS button from the main gratisnet menu (below SEARCH). You will see the request processing page:



The screenshot shows the InterPublish website interface. At the top, there is a navigation menu with items: Search, Request, Administration, Membership, Contacts, Other Links, List Serve, Help, and Sign Off. The main heading is "Request Journals using Bibliographic lists". Below the heading, there are instructions: "This function allows you to paste in a bibliographic citation list and process this list to generate ILL requests." and "Your bibliographic format must be preconfigured. If your bibliographic format is not supported, contact your state coordinator." There is a dropdown menu for "Please nominate a citation format to be used:" with a link to "(Add new import definitions.)". Below that, there are radio buttons for "Are these Journals or Books (you cannot process both Books and Journals together at this time)". At the bottom, there is a text box for "Paste below your citation list to be processed, and click on the PROCESS button." and a vertical scrollbar on the right side of the text box.

Paste in your citations and nominate if they are Journal or Book, and select a citation format (parsing rule) to be used. When you click on the process button, the citation list is parsed and a list of journals is compiled, with rejects able to be edited and reprocessed. **Note: the bibliographic format must be predefined in Inter-Search before your citations can be correctly parsed. A separate definition is needed for books and journals.**

There are some limitations to the number of characters that a browser textbox can accept. As an indication you should be able to paste between 60,000 and 100,000 characters in the text box. The number of citations that represents will depend on whether abstracts are included.

Each matched citation can be edited to correct errors and supply notes and copyright information. If holdings are found for the Journal, an internal list of ILL libraries is shown, with their holding details and you may select fax or email fulfilment against that item. If holdings are *not* found, but external contacts are registered, then a list of external ILL sources is shown. Citations which you elect to ignore will be displayed for printing, a single citation to a page.

Return to the Request Form



Please nominate a delivery Method: Standard

citation x author blah institution xinst title tiderah source Drugs. 3(8)pp.1-5.2000

author	title	journal	issn	volume	serial	page	year	Copyright Decl Date	Notes	Actions
blah	tiderah	Drugs	0012-6667	3	8		pp			Send To: NNPD -V. 23(1982) - Alternates: NNPD -V. 23(1982) - NPFI -V. 23(1982) - NOVA -V. 51(1996) - NDI -V. 43(1992) - By: <input type="radio"/> Email <input type="radio"/> Fax

Author: blah Institution: xinst Title: tiderah Source: Drugs. 3(8)pp.1-5.2000

Once citations have been corrected/adjusted, the PROCESS button will generate multiple emails/faxes for as many citations as were correctly parsed.

WORKED EXAMPLE FROM CINHAL

(1) Perform your search in the database:

CINAHL (Nursing and Allied Health) <1982 to present> Help

Author
 Title
 Journal
 Search Fields
 Tools
 Combine
 Limit
 Basic
 Change Database
 Logoff

#	Search History	Results	Display
1	mekittredge.mp. [mp=title, cinahl subject headings, abstract, instrumentation]	0	-
2	moving toward evidence-based practice.mp. [mp=title, cinahl subject headings, abstract, instrumentation]	4	Display

Personal Account
 Saved Searches
 Save Search History
 Delete Searches

Enter **Keyword** or phrase: Map Term to Subject Heading

[Perform Search](#)

Limit to:

Latest Update
 Research
 Abstracts
 English
 Full Text Available
 Revised Date
 PDF Images
 CE Module Information

Publication Year: [-] [] [-]

(2) Check the items you want to export:

Customize Display | Reset Display

1. Elliott SJ. **Moving toward an evidence-based practice -- the Kitchen Task Assessment: a useful tool for adults with Alzheimer's disease.** *Gerontology Special Interest Section Quarterly*. 26(2):1, 2003 Jun. (3 ref)

(3) Select the "Ovid" format for export at the bottom of the page (you cannot just select and paste the citations from the search results page, you must select a standardised export format: ONLY SELECT FROM EXPORT OPTIONS ALREADY REGISTERED IN INTERSEARCH (THE DROP-DOWN LIST IN THE REQUEST PAGE).

Result Format
<input type="radio"/> Ovid
<input checked="" type="radio"/> BRS/Tagged
<input type="radio"/> Reprint/Medlars
<input type="radio"/> Brief (Titles) Display
<input type="radio"/> Direct Export
<input type="checkbox"/> Include Search History

(4) Highlight and copy the search results:

Results of your search: from 2 [moving toward evidence-based practice.mp. [mp=title, cinahl subject hea

Results available: 4

Results displayed: 1-4

Link to... Complete Reference • Library Holdings
<1>

AU Elliott SJ.
TI Moving toward an evidence-based practice -- the Kitchen Task Assessment: a useful tool for adults with Alzheimer's disease.
SO *Gerontology Special Interest Section Quarterly*. 26(2):1, 2003 Jun. (3 ref)
PT Journal Article.

Link to... Complete Reference • Library Holdings
<2>

AU Toto PE.
TI Moving toward evidence-based practice.
SO *Gerontology Special Interest Section Quarterly*. 24(4):4, 2001 Dec. (5 ref)
PT Journal Article.

Link to... Abstract • Complete Reference • Library Holdings
<3>

AU Cook DJ.
TI 2002 Philip Kittredge Memorial Lecture. Moving toward evidence-based practice.
SO *Respiratory Care*. 48(9):859-68, 2003 Sep. (33 ref)
PT Journal Article. Tables/Charts.

(5) Paste them into the Inter-search REQUEST processing page, SELECT OVID (BRS TAGGED) and click PROCESS. The citations will be formatted per the example below. Where no journal match can be found, you will be offered the option to send the order to your registered set of external libraries.

										Date		
Link to...											Send To: Science direct	<input checked="" type="radio"/> Ignore <input type="radio"/> Email <input type="radio"/> Fa
Show original citation												
Elliott S.J.	Moving toward	Gerontology Special Int		26	1		2003				Send To: Science direct	<input checked="" type="radio"/> Ignore <input type="radio"/> Email <input type="radio"/> Fa
Show original citation												
Toto P.E.	Moving toward	Gerontology Special Int		24	4	4	2001				Send To: Science direct	<input checked="" type="radio"/> Ignore <input type="radio"/> Email <input type="radio"/> Fa
Show original citation												
Cook D.J.	2002 Philip K	Respiratory Care	0020-1324	48	9	859-68	2003				Send To:	<input checked="" type="radio"/> Ignore <input type="radio"/> Email <input type="radio"/> Fa
Show original citation												
Bober P.	Moving toward	School System Special		9	4	1-3	6, 200				Send To: Science direct	<input checked="" type="radio"/> Ignore <input type="radio"/> Email <input type="radio"/> Fa
Process these requests												