



The Library

CISTI Orders: interlibrary loan service

CISTI Orders is a do-it-yourself interlibrary loan service for ordering documents and books from the Canada Institute for Scientific and Technical Information (CISTI).

UBC students, faculty, and staff with valid UBC/Library cards can order materials in the fields of science, engineering, and medicine that are **not** in the UBC Library collection directly via the CISTI Web catalogue.

Documents arrive within 2 working days, books within 1 week.

Although this service is free of charge to UBC students, faculty and staff, CISTI bills the UBC Library for each item ordered and for overdue items. Therefore it is important that you do not request items already owned by UBC, and that you return books promptly.

Appropriate use of CISTI Orders

- 1) This service is available to UBC faculty, students, or staff with valid UBC/Library cards.
- 2) CISTI Orders is solely to support the teaching and research at UBC and may not be used for other activities such as running a business or performing voluntary or community work.
- 3) Books and articles available at UBC Libraries may NOT be ordered via CISTI Orders. Please check the UBC Library Catalogue before using this service.

FAILURE TO ABIDE BY THE ABOVE MAY RESULT IN THE SUSPENSION OF LIBRARY PRIVILEGES.

Step-by Step Instructions

Before you start, make sure you have **the complete citation**: author, title, volume, date and pages for journals and conference papers.

Check the UBC Library catalogue to ensure that UBC does NOT have the item. From the homepage at www.library.ubc.ca, select **Find**. Use the search hints below to be certain that your search is complete.

If UBC does NOT have the item, connect to CISTI Orders:

- At the UBC Library home page, choose **Find**, then **Order from Other Libraries**.
- In the column on the right, choose **Direct to CISTI Orders**.
- At the Authentication page, choose **Connect to CISTI Orders**, and enter your UBC/Library ID and PIN. There is no need to register individually with CISTI as UBC Library is already a registered user.
- Search the CISTI Catalogue
The default search in the CISTI Catalogue is by journal title but you can also search by author, keyword, ISBN or ISSN. See Search Hints below.

Didn't find what you want? Ignore CISTI's invitation to fill in a blank order form. Instead, place a request through UBC Library InterLibrary Loan. (From the Library's homepage at www.library.ubc.ca, choose **Find**. On the **Find** page, choose **Order from Other Libraries**, then **Direct to ILL forms for Life Sciences** or **Direct to ILL forms for all other subject areas**.)

- When you've located the item you want, check the *LIB HAS* field, or click on **Latest Received** to confirm that CISTI has the volume or year you require.

(Call numbers and locations refer to CISTI, not UBC Library.)

- Click on the **Order this item** icon at the top of the page. Then click on **Continue/Continuer**. (UBC is a registered client).
- Complete the **CISTI Document Order** form. Fill in your full name, UBC/Library card barcode, and all details of the item you are ordering: title, author, volume/issue/month, publication year, pages. Indicate at which UBC Library branch you wish to pick up the item.
- Click on **Order this document**. Keep a record of your order's **CI number** in case you need to track down a missing order: e.g. **C1-01234567**.

Your photocopy order should be available for pick-up at your chosen UBC Library branch in 2 working days. You will need to check; notification is *not* sent for photocopies. Books take about 5 days and you *will* be notified.

Search Hints

You can search for journals, conference papers and reports by title, keyword or ISSN/ISBN.

Journal Articles

- Search the journal title, not the article title or author's name.

For example, to order the article

Best practice guidelines for molecular analysis in spinal muscular atrophy.
Eur J Hum Genet. 2001 Jul; 9(7):484-91

search the catalogue for *European journal of human genetics*, **not** *Best practice guidelines...*

- Search by the full journal title, not by an abbreviation. To find full titles, use JAKE, the journals database in PubMed, (both available from **Indexes and Databases** off the homepage) or ask a librarian for assistance.
- In the UBC catalogue, select **JOURNAL/Ejournal Title**. In the CISTI catalogue, use the default "title begins with" search.

Conference Proceedings

Conference proceedings can be difficult to find. Sometimes they are catalogued as monographs (books), sometimes as serials. Often, the name of the conference or meeting changes from year to year. Use a Keyword search and enter the most distinctive words in the citation.

For example, to find

Proceedings of the 45th International Wire and Cable Symposium: Reno, Nevada, Nov. 19 and 20, 1996.

enter: **international cable reno**

Monographic Serials

These documents are very similar to journals, except each issue is devoted to a specific topic and catalogued separately (like a book). You can tell you are looking for a monographic serial when a title search shows numerous entries for one title. To locate these items, choose **Keyword** search. Enter the most distinctive words, along with volume or date.

For example, to find

Annals of the New York Academy of Sciences, vol. 804. (Note: this title **is** available at UBC Library.)

enter: **annals new york 804**

ISSN/ISBN

You can also search for a journal by its ISSN (International Standard Serial Number) or for a book by its ISBN (International Standard Book Number).

In the UBC Library catalogue, choose **Keyword (ranked by relevance)**.

Enter the number. Enclose an ISSN number in quotation marks: for example, "0008-3658".

In the CISTI catalogue, choose **ISBN/ISSN/CODEN**. Enter the number: for example, **0376-7399** or **0120255626**.

More information

Check the CISTI Orders troubleshooting guide at
<http://www.library.ubc.ca/home/about/instruct/cistiors2.html>