

# Step by Step Guide to DocEx for Off-Campus Students

- A. Searching
- B. Request form
- C. Retrieving documents and monitoring requests

## A. Searching within DocEx

From the Library homepage:

1. Under the heading “Get it”, click on the “**DocEx**” link
2. Enter your **UConnect** username and password (and ensure UConnect is the Type).

At the DocEx basic search screen:

3. **Select USQ Library Catalogue** as the Database or Catalogue to search.
  - a. To search for **exact titles** or phrases, type the title within **quotation marks**  
eg "harry potter and the goblet of fire" , OR
  - b. You can search for a **combination of keywords** from anywhere in the record  
eg harry goblet rowling (will search for all catalogue records that mention these three words)
4. To narrow down your search, try an **Advanced Search**. This enables you to select specific fields like “Title” or “Author”.
5. The **results** of your search will then display. Click on **Details** for more information about a particular item.
6. Click on "**Want this?**"
7. Click on **Request Form** to open up a form requesting that item.

**NOTE: Don't want to search or can't find what you're looking for? Just click on “Create a request” to get a blank request form which you can fill out and submit.**

## B. Request Form

8. **Choose** whether you wish a **Loan** or a **Photocopy**.
9. For photocopies, include all the details about the part you want copied in the **Part Details** box.
10. Check the suggested **Request Expiry Date** and if necessary add your own (but it must be in the same format e.g. 12-Sep-2011). No items will be sent out after this expiry date.
11. Select an **"Account to be charged"**. For off-campus requesting, choose **"No charge – Off-Campus Request"**. Other account options are offered if you are eligible for interlibrary loans.
12. Include any **Special Instructions** that you would like such as:
  - Alternate delivery instructions
  - Older editions acceptable if necessary
13. Click **Submit** and then click **Submit again** to indicate that you agree to your Copyright responsibilities. A Request Confirmation screen then displays. Your request has been successfully placed.
14. Click on **Search Results** in the left frame to go back to the results of your previous search or to do a new search, click on **Search**.

## C. Retrieving Documents and Monitoring Requests

15. Click on **My Requests** in the left frame.
16. Click on **Go**. Your requests should then display from the most recently requested back.
17. Your requests will be at a particular status. For a guide to these statuses, click on **General Help → Off-Campus Support → DocEx Help → DocEx off-campus request statuses**.
18. Emails will be sent if there are likely to be any delays or problems with your requests.
19. If you have requested web delivery of your photocopies and have been emailed that the document is now available, a .pdf file will be associated with your request. Click on **View** to access this document.