

**Libcast  
Basic Storyboard**

**Title: Novanet Express**  
**Content: how get books from other libraries**

<p><b>Title</b></p> <p><b>Picture of delivery trucks (?)</b></p>	<p>When Dalhousie does not have the books and articles you are looking for, Novanet Express is a way for you to obtain materials from any Novanet library.</p> <p>Books and photocopied articles and chapters will be delivered to you via the Dalhousie libraries within 3 business days of submitting a request. There is no charge for Dalhousie students, faculty and staff members.</p>
<p><b>Novanet search results.</b></p> <p><b>Click on title.</b></p>	<p>When you have located the item that you would like to borrow, click on the title to bring up the full record.</p> <p>You will see that WorldCat lists the libraries where an item is available, under “locations”.</p>
<p><b>Click on “All Locations”</b></p>	<p>If you would like to request the item, click “Request from Dal/Novanet.”</p>
<p><b>All locations screen.</b></p> <p><b>Call outs.</b></p>	<p>This screen allows you to choose which library you would like to request the item from.</p> <p>It shows if the item is on loan, as well as the due date.</p> <p>If the item is on loan, you can place a hold. When the item is returned to the library it will be reserved for you, and you will be notified. You cannot place holds on items that are checked in.</p>
<p><b>Zoom into and click on “place a hold...”</b></p>	<p>To request a book that is available, click on the “place a hold or request a loan” link.</p>
<p><b>Login screen</b></p> <p><b>Click “Go”</b></p>	<p>You will be asked to enter your library barcode and your password. Your library bar code is the 14 digit number on the bottom of your Dal ID. Your password is the last four digits of your phone number.</p> <p>Click on “Go” to login.</p>
<p><b>Form screen</b></p> <p><b>Open drop-down menu.</b></p>	<p>This screen allows you to choose what library you would like the item delivered to for pickup.</p> <p>Click “Go” to submit your request. The item will take approximately three business days to arrive at your selected location.</p>
<p><b>Click on “Request Photocopy”</b></p> <p><b>Call out extra fields</b></p>	<p>If you are requesting an article in a journal, click instead the link that says “Request a photocopy”</p> <p>For a journal article you will also need to enter article details such as author and volume number.</p>
<p><b>End</b></p>	<p>This has been a brief introduction to Novanet Express, one of the many services Dalhousie Libraries provide to help you research and learn effectively. If you need any other assistance please contact one of our reference desks or get online assistance with our LiveHelp service.</p> <p>You may also want to view some of our other libcasts on doing library research.</p>

