

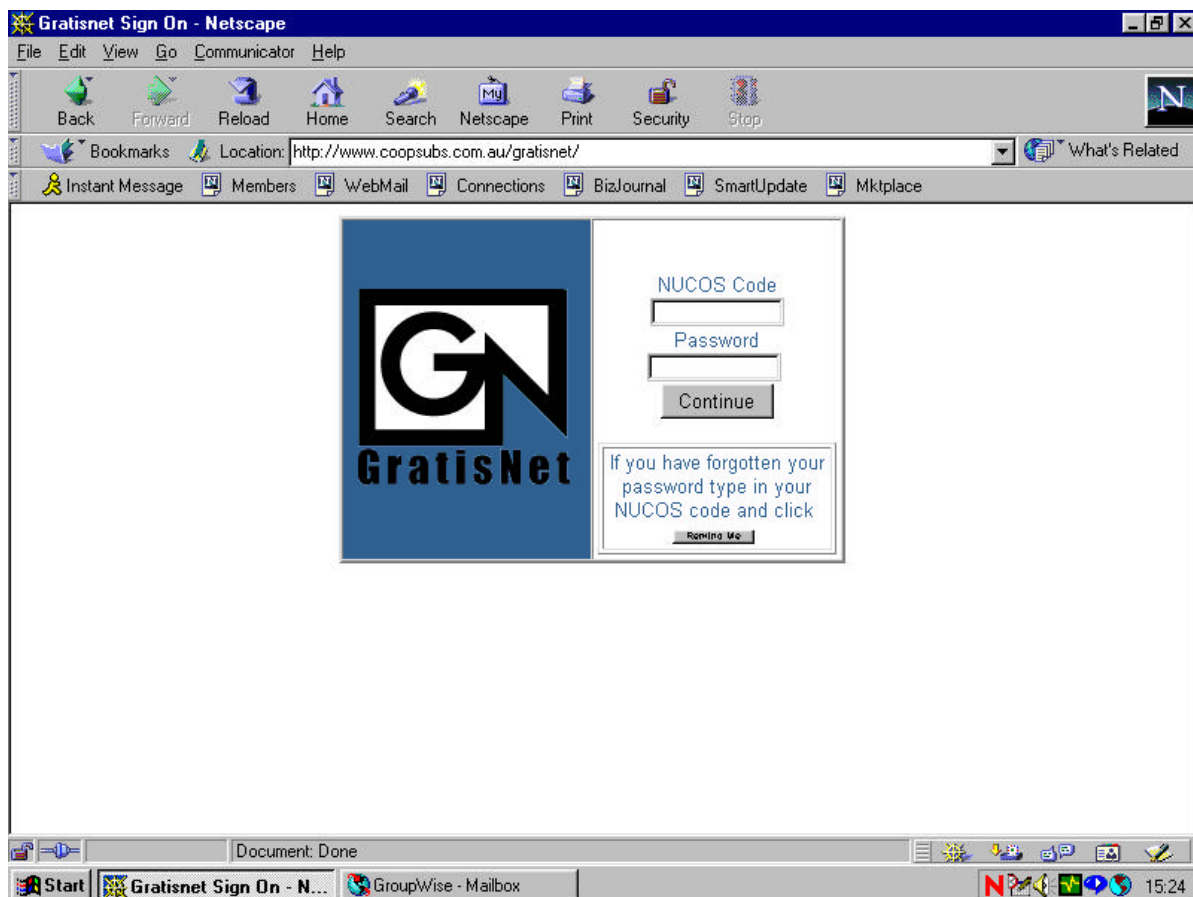
GRATISNET ONLINE MANUAL

**Written By Graham Spooner
NSW College of Nursing**

And

**Gillian Wood
NSW Health Department**

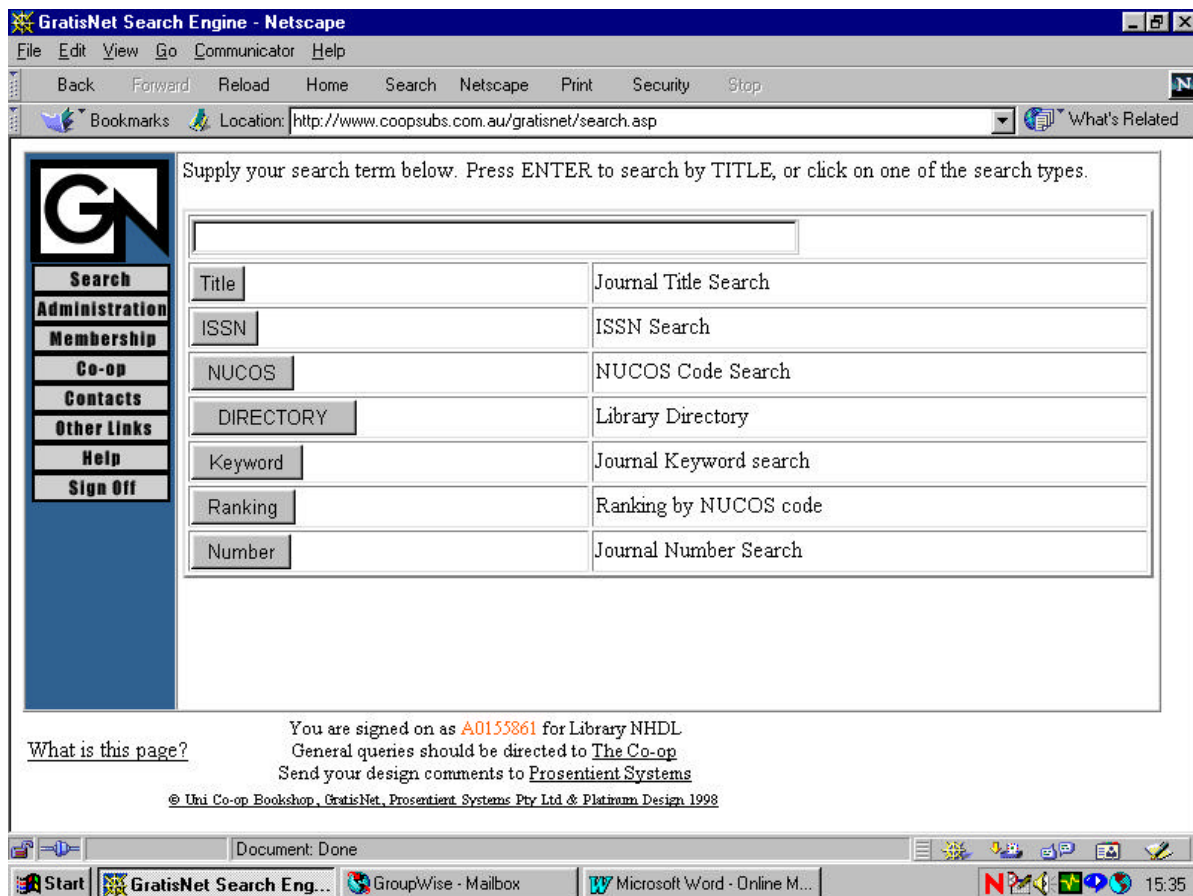
1999



Sign-on Screen

Simply enter your Library's NUCOS code and password into the appropriate box and click on "Continue" to enter the system.

Click on the "Remind Me" box to have the system email your Password to the email address listed in the Directory.



Search Screen

The default search is truncated title searching. In other words, just typing in a journal title or part of a title into the box and pressing ENTER will start a search for the title.

For other types of searches (eg NUCOS code, ISSN, keyword, etc) type the required information into the box FIRST and then arrow down and click on the box for the type of search required. **DO NOT** click on a search button without first entering a search term into the box at the top.

ILL REQUEST

To: Regional Library
Dubbo Base Hospital
lavazza@cert.net.au
Phone: 02 6885 8762 Fax: 02 6882 9096
Opening Hours: M - F : 8.30 - 5.00
Notes: URGENT REQUESTS BY PHONE ONLY.
Urgent Orders: *Accepted*

Req No. **Delivery** Surface Mail

Title: Nursing (Springhouse Pa)
ISSN: 0360-4039

Citation Yr Vol Issue Pages

Author

Title

Copyright Declaration Date

Alternate Locations (NUCOS Codes)

NOBH V. 18(1988) -
NOFR V. 20 No. 10(1990) -
NSTO V. 11(1981) -
NCEY V. 14(1984) -

Additional Information

ILL REQUEST

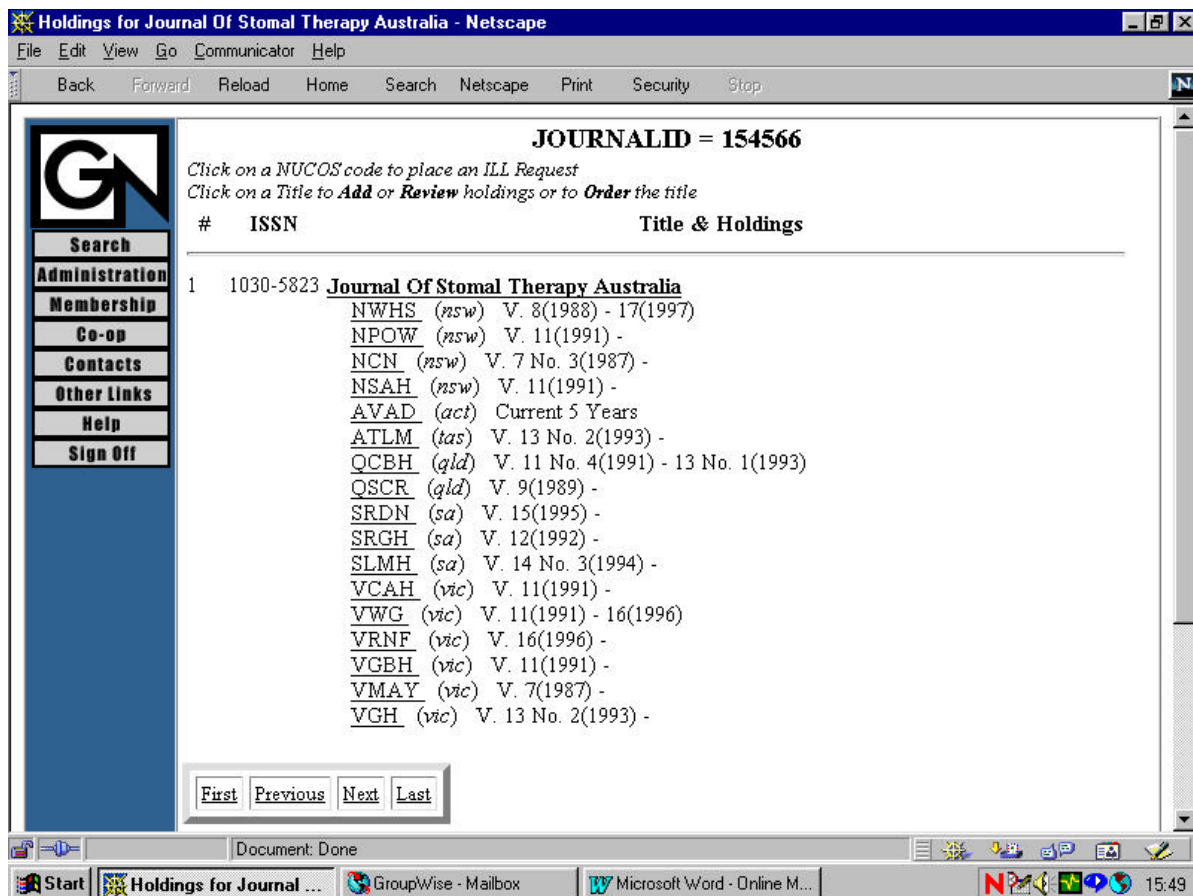
The ILL REQUEST screen is generated automatically by clicking on the Library code from the holdings list under the journal name. The address and other details are transferred to the request form by the system.

Use the drop down box next to "Delivery" to specify the required means of delivery.

As with any GRATISNET request, please list Alternate Locations **ONLY** if the request is to be forwarded to another library. The box below Alternate Locations lists other holdings in ranked order. NUCOS codes can be cut and pasted in the Alternate Locations box if required.

Click on "Send ILL request by Email" to send the request to the email address listed in the directory.

Click on "Generate ILL Fax Form" to create a form which you can print and then fax. Please note that the system will **NOT** send a fax directly from the system.



Editing Holdings (Page 1)

There are several ways to access the editing functions. The fastest means is to undertake a search for a title from the Search screen.

(Editing can also be accessed from a Directory or NUCOS search, but is usually slower due to the need to scroll through the holdings to the required title.)

Once a screen similar to the one above is displayed, simply click on the title to link to the Journals Details screen (instructions continued next page).

Journal Maintenance - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: <http://www.coopsubs.com.au/gratisnet/TitleMaintForm.asp?DataKey=154566> What's Related



Journal Details **All Records**

Title: Journal Of Stomal Therapy Australia

ID: 154566 ISSN: 1030-5823 [Make changes](#)

Short Title: *None*

Previous Title: *None*

Continues Title: *None*

My Holdings: [Add to NHDL](#)

All Holdings: [ATLM](#) [AVAD](#) [NCN](#) [NPOW](#) [NSAH](#)
[NWHS](#) [QCBH](#) [QSCR](#) [SLMH](#) [SRDN](#) [SRGH](#) [VCAH](#)
[VGBH](#) [VGH](#) [VMAY](#) [VRNF](#) [VWG](#)

Your Price at the Co-op

Price **\$42.52** [Co-op Order](#)

Start Date [Change Start Date](#)

Delivery: [Change Postage](#)

What is this page?

You are signed on as [A0155861](#) for Library NHDL

General queries should be directed to [The Co-op](#)

Send your design comments to [Prosentient Systems](#)

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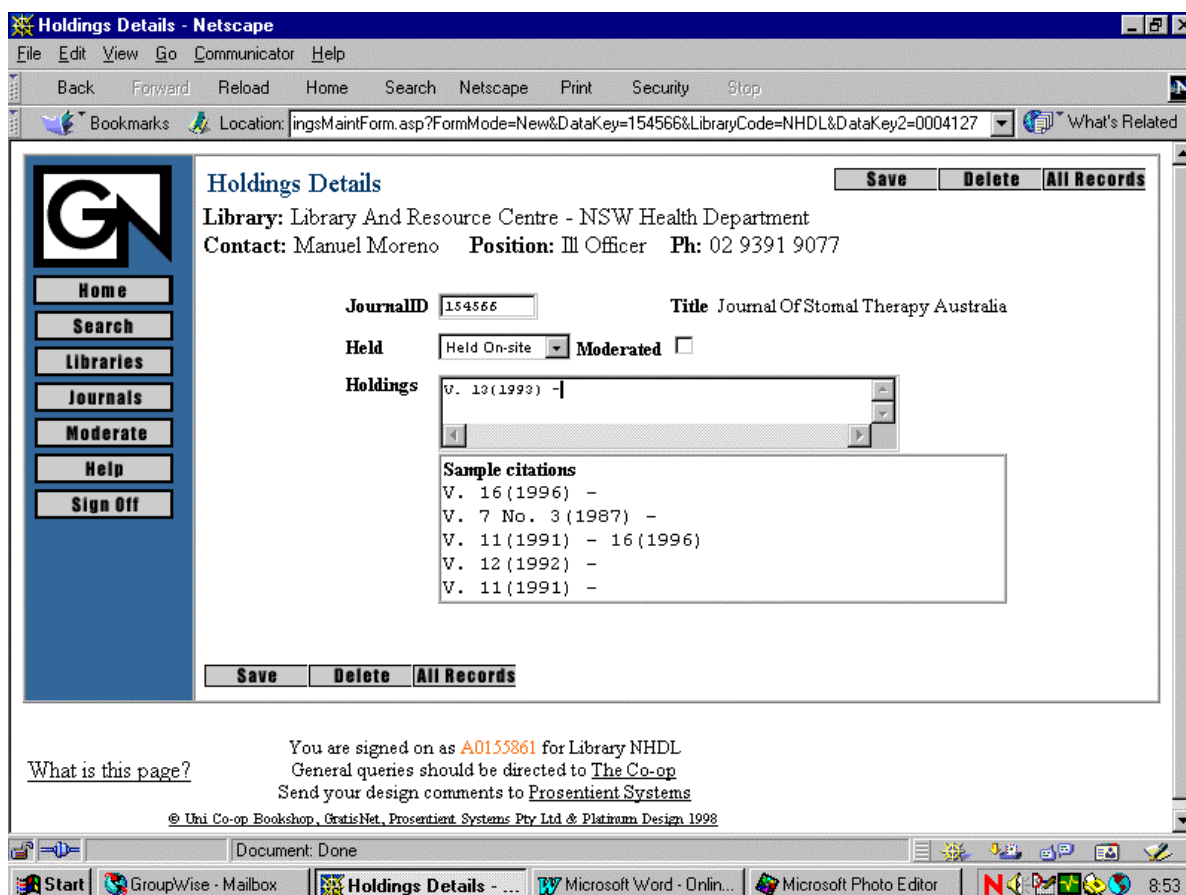
Document: Done

Start GroupWise - Mailbox Journal Maintenance ... Microsoft Word - Online M... 8:49

Editing Holdings (Page 2)

The Journal Details screen provides various information about the journal as well as access to the editing functions.

A link titled either "[Edit NHDL](#)" (to change holdings) or "[Add to NHDL](#)" (to add holdings) to the right of "My Holdings" leads to the Holdings Details information detailed on the next page.



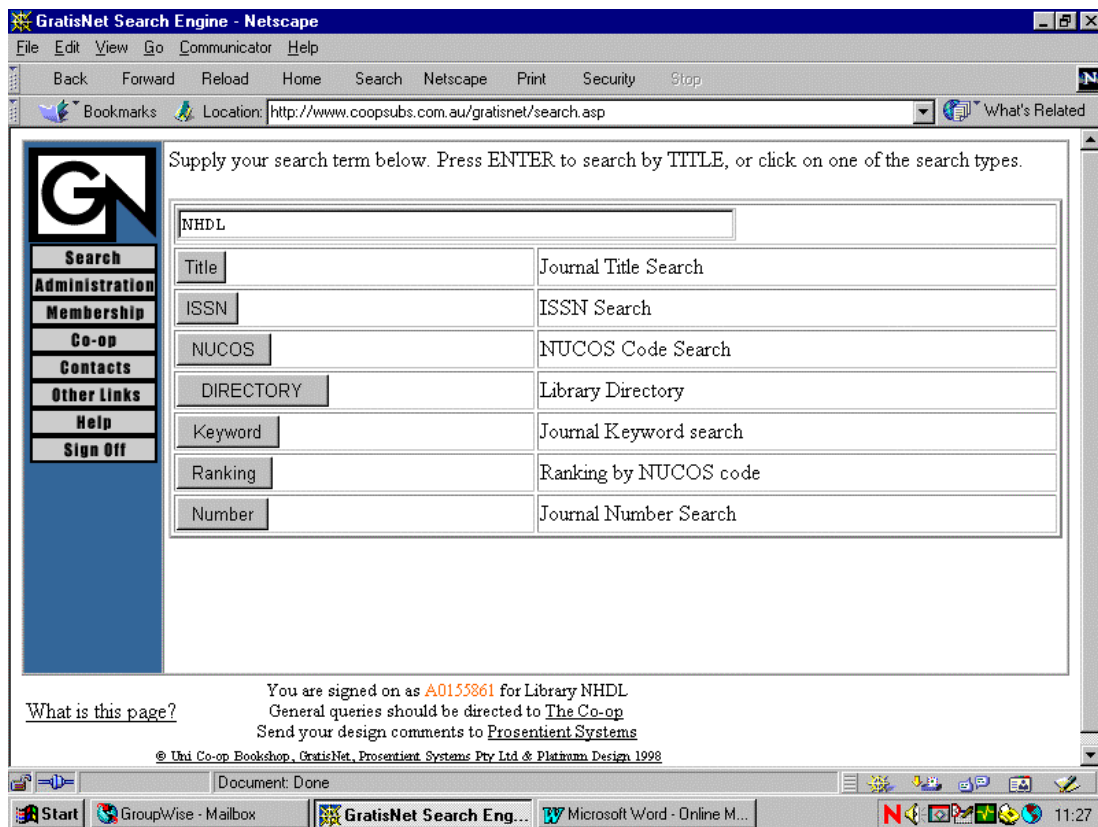
Editing Holdings (Page 3)

This screen displays the current holdings information for the library currently logged on in the Holdings box. Any changes to current information are made within this box using the correct format and punctuation.

The information in the Sample citations box is listed as a guide to ensure that changes are made in the correct way.

The drop-down "Held" box allows the location to be changed (eg from or to a Departmental copy) if required.

After editing and any other changes have been made, click on Save to finish the editing of this title.



Editing Library Information (Page 1)

(Note - you can also use this method to look at the full details of other libraries, although you cannot make changes to any library except your own.)

On the main Search screen, enter your NUC code, and click on the button "Directory".

(instructions continued next page).

GratisNet System Libraries - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: <http://www.coopsubs.com.au/gratisnet/LibraryListForm.asp?OrderBy=LibraryCode> What's Related



GratisNet Members

New Limit Report All Records

Name LIKE '%NHDL%' Or Institution LIKE '%NHDL%' ...

#	State	NUCOS	Institution	Contact	Phone	Activities
1	NSW	NHDL	NSW Health Depar	Manuel Moreno	02 9391 9077	Holdings ILLs Edit
2	NSW	NMH	Manly Hospital	Dianne James	02 9976 9813	Holdings ILLs Edit
3	NSW	NMQH	Macquarie Hospit	Magda Pzoska-Krz	02 9887 5854	Holdings ILLs Edit
4	NSW	NMVL	Mona Vale Hospit	Ilona Sandler	02 9998 0294	Holdings ILLs Edit
5	NSW	NRRR	Royal Rehabilita	Michelle Lee	02 9808 9203	Holdings ILLs Edit

First Previous Next Last

Show [10](#) [15](#) [20](#) [25](#) [30](#) (14)

You are signed on as **A0155861** for Library NHDL
 General queries should be directed to [The Co-op](#)
 Send your design comments to [Prosentient Systems](#)
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What is this page?

Document: Done

Start GroupWise - Mailbox GratisNet System Libr... Microsoft Word - Online M... 11:29

Editing Library Information (Page 2)

For your library you will have three options – to look at your holdings “Holdings”, look at the ILLs you have sent “ILLs”, or edit your Library Details “Edit”. Click on Edit.

(instructions continued next page).

Library Details - Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: [aintForm.asp?rnd=5947&OrderBy=LibraryCode&Bookmark=1&DataKey=0004127&DataAction=Find](#) What's Related

Library Details Save Delete All Records

LibraryID **Library Code**

Name

Institution

Street

Suburb **State**

Country **PostCode**

Phone **Phone (2)**

Fax

Urgent Orders ☒ **Normal Orders** ☐

Open to Public **Opening Hours**

Telex **Email**

Website **Contact**

Position **Rank**

Online Requests **Journals Lent** ☒

Comments
 10/9/99 - NSW Health Dept will be without our ILL person indefinitely (he's unwell). We're getting through the requests but it might be a bit slow

Document: Done

Start GroupWise - Mailbox Library Details - Nets... Microsoft Word - Online M... 11:33

Editing Library Information (Page 3)

You will be presented with all your library's information. Please note that the email address supplied will be used to send ILLs to through the system; all other details will be reflected on any ILL requests made to you.

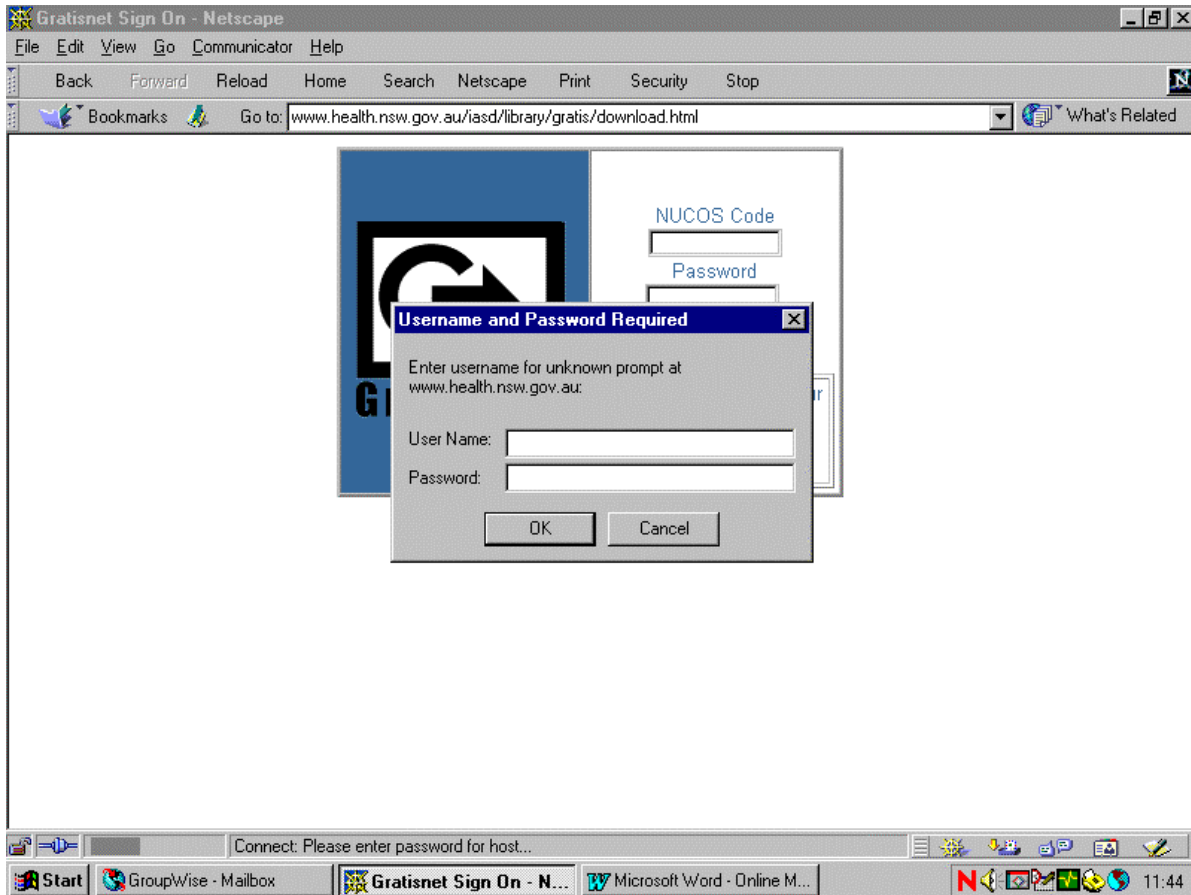
Any extra information should be added to the "Comments" box at the bottom of the form. This information will be displayed whenever anyone brings up an online form to send you a request. Please ensure that this information is current.

When you have made all necessary changes, click on the "Save" box at the top right or bottom left of your screen, and your changes will be saved.

Downloading Gratisnet Data for the Dos Union List program

If you wish to continue using the Dos interface to the Gratisnet Union List, it will be necessary to update the data accessed by the program. This data is available from a different site, and is updated weekly.

Go to: **www.health.nsw.gov.au/iasd/library/gratis/download.html**
(please bookmark this site, as it is not linked to any other page)



You will be prompted for a Username and Password. These are available from your State Union List Co-ordinator, and do not change.



Follow the instructions on the screen, and you will have the latest data to use with the Dos interface.

Printing A List Of Your Holdings On Gratisweb (Page 1)

You need to find your own library – there are a couple of ways of doing this, the following is only one method:

Click on Search

In the search box, type your NUC code.

Click on the NUCOS button. This will bring up a list of your holdings, from which you can edit individual titles, if you wish.

The screenshot shows a Netscape browser window titled "GratisNet Holdings By Library - Netscape". The address bar shows the URL: <http://www.coopsubs.com.au/gratisnet/HoldingsList.asp?DataKey=0004127>. The page content includes a sidebar with navigation buttons: Home, Search, Libraries, Journals, Help, and Sign Off. The main content area is titled "Holdings" and displays a table of 14 journal entries. Each entry includes a number, ISSN, Journal Title, and an Activities column with an "Edit" link. At the top right of the table are buttons for "Limit", "Report", and "All Records". Below the table are navigation links: "First", "Previous", "Next", and "Last". A status bar at the bottom indicates the user is signed on as "A0155861" for Library NHDL. The Windows taskbar at the bottom shows the Start button and open applications: GroupWise - Mailbox, GratisNet Holdings B..., and Microsoft Word - PrintHold...

#	ISSN	Journal Title	Activities
1	1036-4102	Aboriginal And Islander Health Worker Journal	Edit
2	0001-690x	Acta Psychiatrica Scandinavica	Edit
3	0965-2140	Addiction (Abingdon, England)	Edit
4	0306-4603	Addictive Behaviors	Edit
5	0001-8449	Adolescence	Edit
6	0269-9370	Aids (London England)	Edit
7	0887-0292	Aids Alert	Edit
8	1359-1452	Aids Analysis Asia	Edit
9	1019-8334	Aids Bulletin (Medical Research Council (Great Bri	Edit
10	0954-0121	Aids Care	Edit
11	0899-9546	Aids Education And Prevention	Edit
12	0887-1493	Aids Policy And Law	Edit
13	0002-9262	American Journal Of Epidemiology	Edit
14	0147-0353	American Journal Of Health Behavior	Edit

To print the whole list, click on the "Report" button at the top right. This will bring you to a screen from which you can choose which fields you want in your report.

Report

Filter: LibraryID = '0004127'

Select the fields you wish to have included in the report:

Report Heading	HoldingsWithTitle Report	
Include LibraryCode	☐ Limited by keyword:	NHDL
Include JournalID	☐ Limited by keyword:	
Include LibraryID	☐ Limited by keyword:	
Include Held	☐ Limited by keyword:	
Include Moderated	☐ Limited by keyword:	
Include HoldingNotes	☒ Limited by keyword:	
Include ISSN	☒ Limited by keyword:	
Include JournalTitle	☒ Limited by keyword:	
Primary Sort Order	JournalTitle	
Secondary Sort Order		
Report Format	Report Format (Columns)	

Report

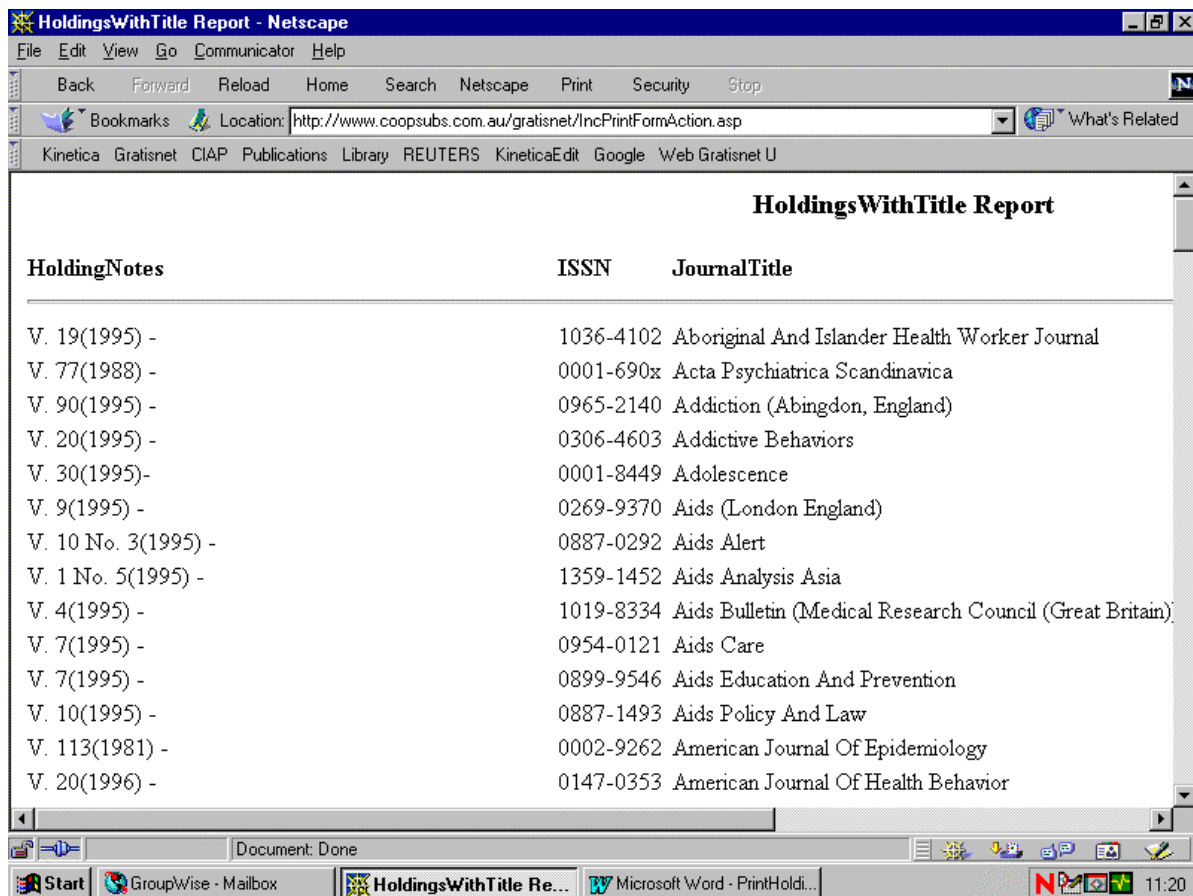
Document: Done

Start GroupWise - Mailbox Netscape Microsoft Word - PrintHold... 11:15

Printing A List Of Your Holdings On Gratisweb (Page 2)

For a basic list, select JournalTitle, HoldingsNotes (the holdings details) and ISSN. You will note that at the top of the screen it says "Filter" - this will automatically default to only your library's holdings. Another way to achieve this is to limit the "LibraryCode" field to your NUC code.

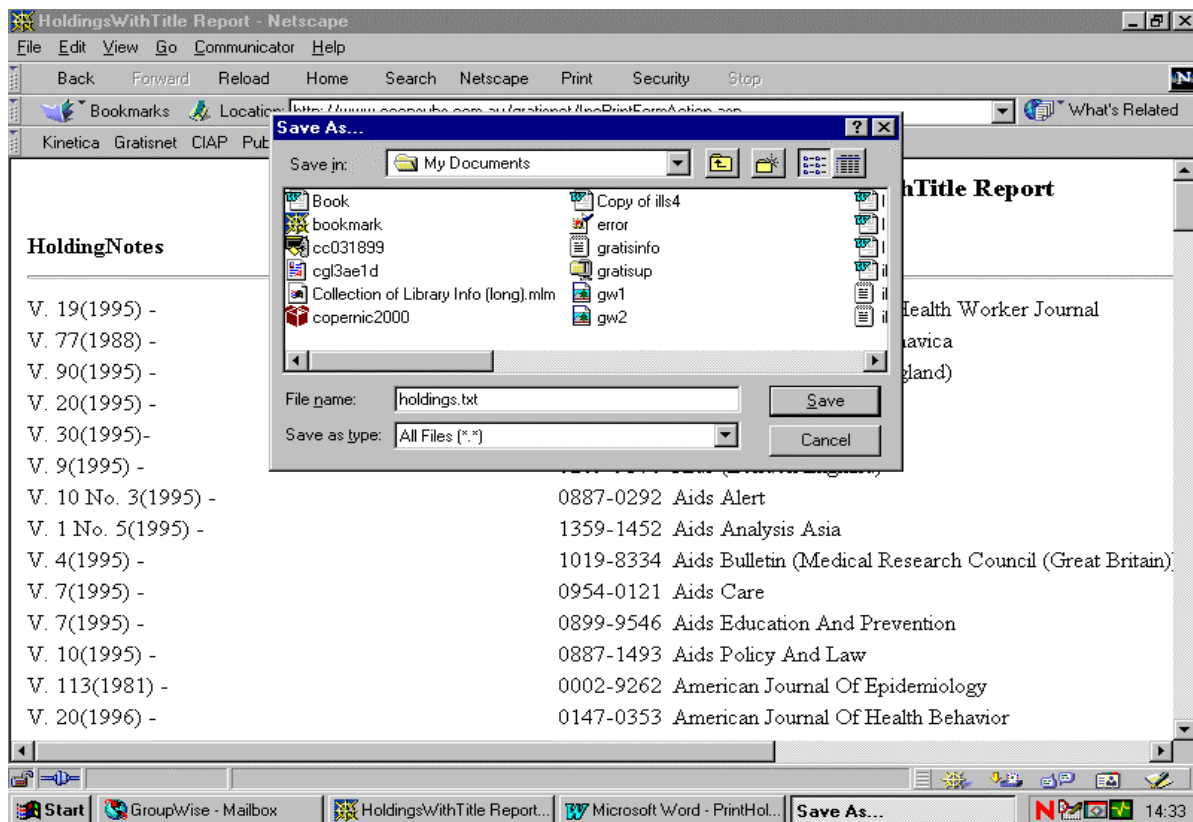
Change the Primary Sort Order to Journal Title, and leave the report format as Columns. Then click on the Report button.



Printing A List Of Your Holdings On Gratisweb (Page 3)

The resulting list can then be saved or printed (on landscape paper). Unfortunately, the columns are out of order (we're trying to change this). In the meantime, you can save the document as a text file, and open it in your word processor or spreadsheet program, and then change the order of the columns.

To save the list, choose "File" then "Save As" from your main menu bar, then enter the name of the file you wish to save it as, making sure it has a ".txt" ending. This can then be opened in other programs (see example next page).



The Gratisnet Discussion List

To encourage communication between members, a discussion list has been established, which is restricted to Gratisnet members only.

To subscribe: send an email to:

Majordomo@lists.health.nsw.gov.au

Leave the subject line blank, and in the body of the text type

Subscribe gratisnet-L "NUC" [your@email.address](#)

(put your NUC code in quotation marks). The subscription will then be verified as being from a gratisnet library, and you will be added to the list.

To unsubscribe: send an email to:

Majordomo@lists.health.nsw.gov.au

Leave the subject line blank, and in the body of the text type

unsubscribe gratisnet-L [your@email.address](#)

To send a message to the list, simply address it to:

Gratisnet-l@lists.health.nsw.gov.au

SOME GENERAL GUIDELINES:

Please use the following subject lines when sending messages to the list. These are the same terms as on Medlib-l (where available), to avoid confusion:

ILL - if you're after a journal article

ILL - BOOK - if you're looking for a book

VERIF: - if you're trying to verify a title / citation

DUPS - if you're posting a duplicates list

INFO - for library contact / opening information.

For general items, eg chat, discussion etc, just use common sense and a subject line to match! This will allow those not interested in particular topics to simply delete those messages. alternatively, you can use the subject lines to filter your mailbox - so that (for example) all "DUPS" messages go to one particular folder, which you can look at / delete at your leisure.

Also, please ensure that your signature is on any posting, and that it includes your NUC code so people know who's asking! This list is meant to complement the other lists in our field, so please do not re-post information from medlib-l or ALIAhealth.

If you are changing email address, you must unsubscribe your old address, and subscribe your new address. If you are going on holidays and wish to have no mail from gratisnet-l, OR you are placing an auto-reply on your email, you must unsubscribe.

The list owner is the Library Manager at the NSW Health Department, currently Gillian Wood - please contact her with any comments, suggestions, queries etc. Her e-mail is gwood@doh.health.nsw.gov.au; phone (02) 9391 9078 fax (02) 9391 9267.

HOW TO FORMAT GRATISNET DATA

TITLE INFORMATION

For the purposes of gaining correct title information it is presumed that AACR2 cataloguing rules are used. You only need fill in a data sheet if the title is new to the network, i.e. does not appear on the website at all. All other changes you can carry out on the website yourself.

Please note: the terms CONTINUED and CONTINUED BY are represented as the most likely statements to be used, however, the following should replace these terms if necessary:

“MERGER OF” “MERGED WITH” “SPLIT INTO” “SEPARATED FROM” “ABSORBED” “ABSORBED BY”

HOLDINGS INFORMATION

This has been designed to make the list easiest to read. Please use the exact punctuation used here. The symbol • means leave one character space blank.

1. When the holdings start with the first issue of a volume, do not put in the issue number
V. • 1(1993) • -
2. When holdings start after the first issue, put in the issue number
V. • 1 • No. • 3(1993) • -
3. When the journal has NO volumes, but issue numbers only:
No. • 4(1993) • -
4. When the enumeration is by Month and Year only:
MAR • (1994) • -
5. When the enumeration is by year only do not use parenthesis:
1994 • - • 1996
6. When the holdings are imperfect – only note the gaps of whole volumes or years (not missing issues). Do not repeat the “V” for volume. Separate missing volumes or years by a colon “:” . To note that the holdings are imperfect, use the abbreviation “Impf.”
V. • 2(1993) • - • 5(1996) • : • 9(2000) • - • 11(2002) • Impf.
7. When holdings are closed:
V. • 2(1993) • - • 5(1996)
V. • 20 • No. • 7(1995) • - • 25 • No. • 5(2000)
No. • 21(1994) • - • No. • 77(1996)
MAR(1994) • - • DEC(1997)
8. When holdings are for the Current Year Only use abbreviation CYO. Do not provide other holdings data.
9. When holdings are for a set period, i.e. Current 5 Years, and the library is still receiving issues of the title, use:
Current • 5 • YRS
10. If library holdings are remote from the library, and would require a longer time to retrieve information, start the holding statement with an * symbol.