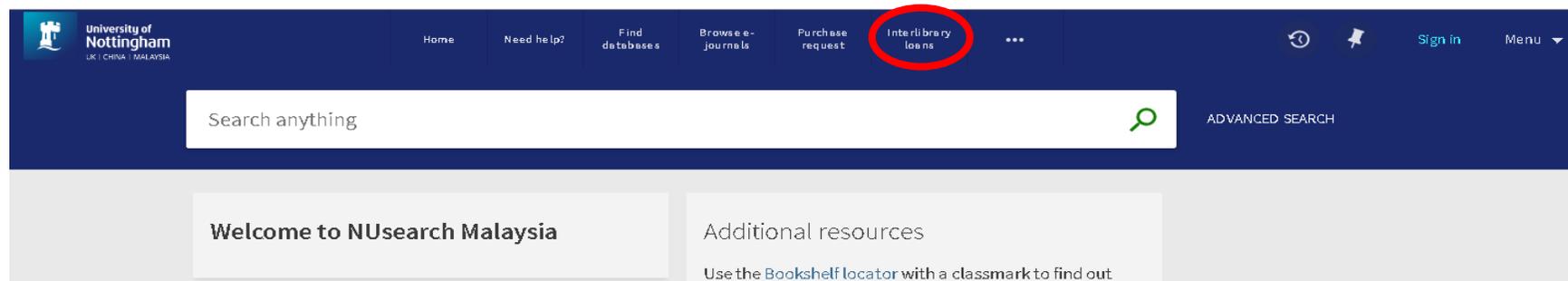


How to: Save your interlibrary loans history

In April 2019, we will be upgrading our library system. This is part of a big project to improve student experience in libraries. The changes we are making are in direct response to student and staff feedback, and our new system will be easier to use, quicker and more effective.

On 12 April 2019, we will be shutting down UNMCLOC (University of Nottingham Malaysia Campus Library Online Catalogue), to make way for our new system. As it is currently stored on UNMCLOC, your inter-library loans history will be lost when we switch off the system. This 'How to' guide provides instructions for finding and saving this information, so that you do not lose anything that you need.

1. Go to [NUsearch](#)- Malaysia
2. Select the Interlibrary loans links in the NUsearch- Malaysia menu.



3. Login to UNMCLOC using your library card number and PIN.
4. Select 'User' from the top menu.



Library

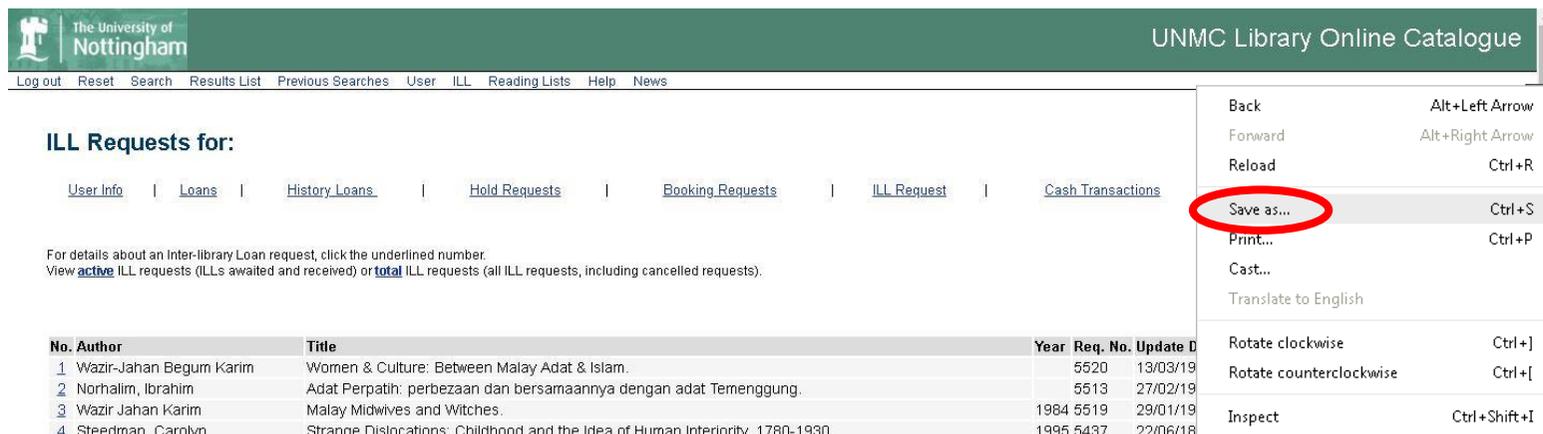
5. Your interlibrary loans history will be listed under ILL Total Requests. You can click on the underlined number it will take you to the list of requests.

	NOT52
Loans	<u>0</u>
Loan History List	<u>225</u>
Hold Requests	<u>1</u>
Booking Requests	<u>0</u>
Cash Transactions	<u>-7.00</u>
ILL Active Requests	<u>0</u>
ILL Total Requests	<u>89</u>



7. As details cannot be exported from electronically from UNMCLOC, you will need to make a note or take a screenshot of your inter-library loans history. If you are taking a screenshot, you can do this in a number of ways depending on the device you are using.

8. Another option, you can save the ILL loans history by using the save option at your internet browser. The save option is vary for different browsers. If you are unsure, please check on Google for instructions.



The screenshot shows the 'UNMC Library Online Catalogue' interface. At the top, there is a navigation bar with 'The University of Nottingham' logo and 'UNMC Library Online Catalogue' text. Below this is a menu with options like 'Log out', 'Reset', 'Search', 'Results List', 'Previous Searches', 'User', 'ILL', 'Reading Lists', 'Help', and 'News'. The main content area is titled 'ILL Requests for:' and contains several tabs: 'User Info', 'Loans', 'History Loans', 'Hold Requests', 'Booking Requests', 'ILL Request', and 'Cash Transactions'. Below the tabs, there is a note: 'For details about an Inter-library Loan request, click the underlined number. View active ILL requests (ILLs awaited and received) or total ILL requests (all ILL requests, including cancelled requests).' A table of ILL requests is displayed with columns: 'No.', 'Author', 'Title', 'Year', 'Req. No.', and 'Update D'. The table contains four rows of data. A context menu is open over the 'Save as...' option, which is circled in red. Other options in the menu include 'Back', 'Forward', 'Reload', 'Print...', 'Cast...', 'Translate to English', 'Rotate clockwise', 'Rotate counterclockwise', and 'Inspect'.

No.	Author	Title	Year	Req. No.	Update D
1	Wazir-Jahan Begum Karim	Women & Culture: Between Malay Adat & Islam.	5520	13/03/19	
2	Norhalim, Ibrahim	Adat Perpatih: perbezaan dan bersamaannya dengan adat Temengging.	5513	27/02/19	
3	Wazir Jahan Karim	Malay Midwives and Witches.	1984 5519	29/01/19	
4	Steedman, Carolyn	Strange Dislocations: Childhood and the Idea of Human Interiority, 1780-1930.	1995 5437	22/06/18	

9. The steps of how to save interlibrary loan history ended here.