OASIS Requestor – how to send a book suggestion to the Library
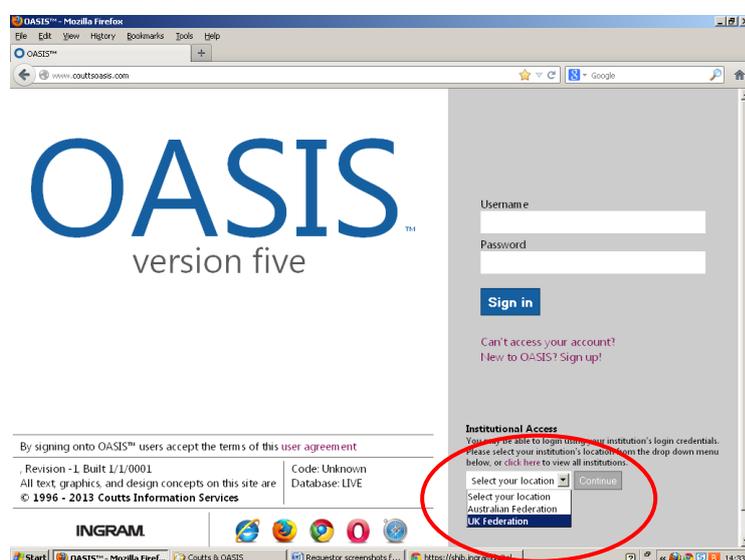
OASIS Requestor allows academic staff to send book suggestions directly to the University Library.

You should check Discovery or the Library catalogue before submitting any requests.
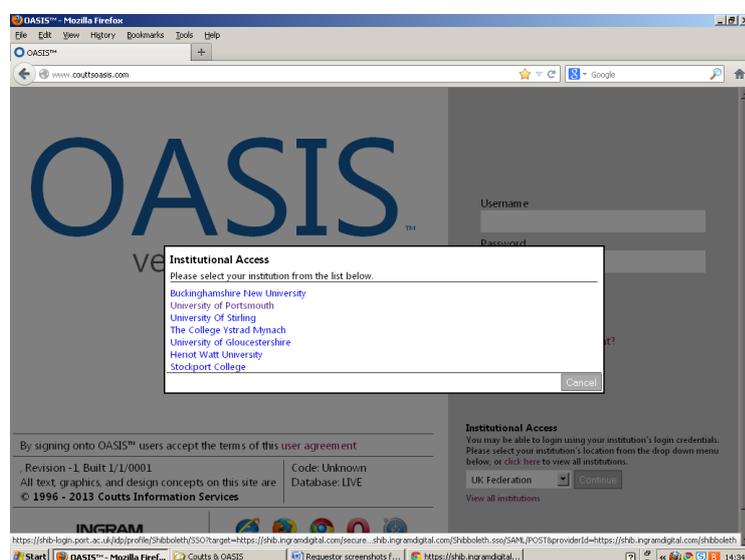
Signing in and using Requestor for the first time
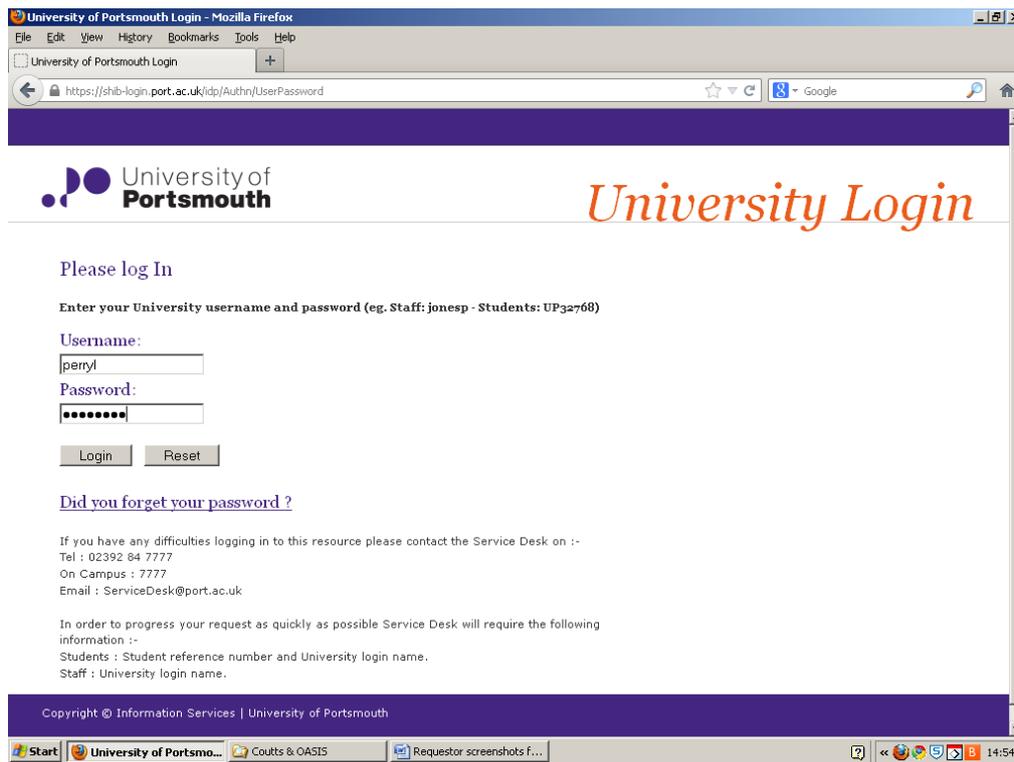
Go to https://oasis.proquest.com

Under Institutional Access, select UK Federation and click Continue:
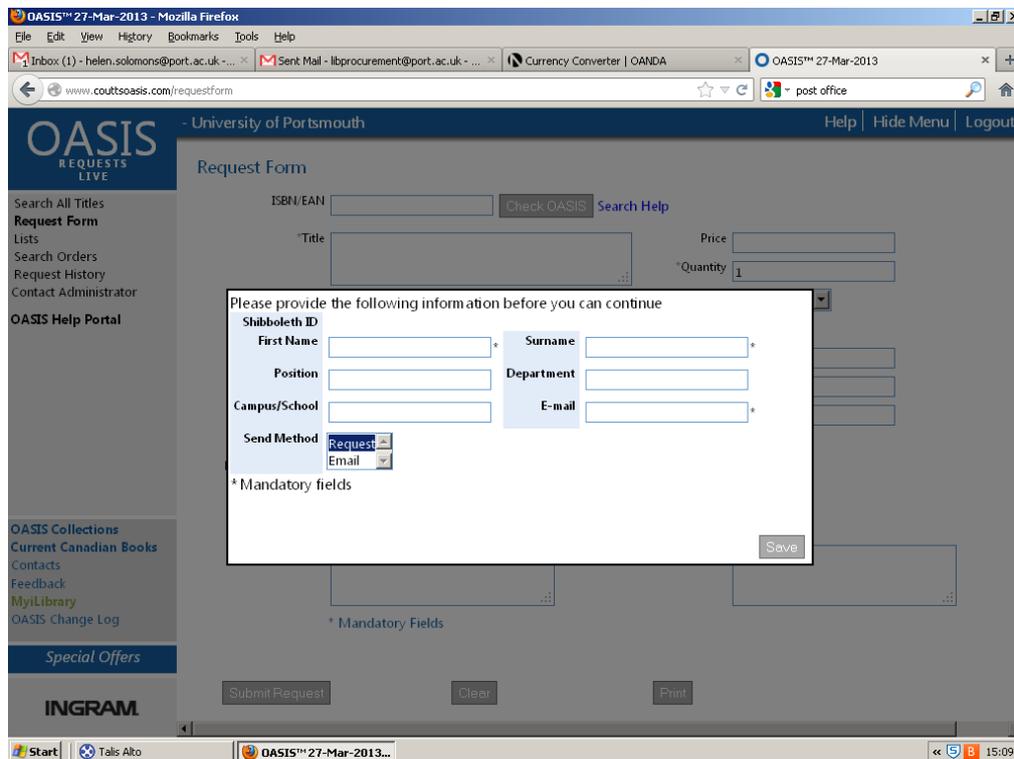

Select University of Portsmouth:

Enter your University username and password and click Login:

The first time you access OASIS, you will see this screen. Fill in your personal details as fully as possible so we know who is submitting requests, and select **Send Method: Request**. Click on Save.

Suggesting book purchases

There are two ways of suggesting a title:

- If you know the ISBN, use the **Request Form**
- If you don't know the ISBN, use the **Quick Search** box or select **Advanced Search**

You only need to suggest that we purchase the title; if you want a combination of print copies and ebooks, you don't have to send a request for both – just write what you would prefer in the Internal Note field.

The Request Form

You will land on the Request Form by default. This should only be used when you already know the ISBN of the book you want to order. Fill it in as follows:

1. IMPORTANT

Enter an ISBN and click *Check OASIS*. This fills in the book details for you.

Don't fill in the blank boxes for author, title etc. – this does not work, and Library staff will not see important information.

2. Enter a Quantity.

3. Select a Fund. Contact your Faculty Librarian if you're not sure of the code.

4. Location should be UL.

5. Select a Loan Type.
- STAN = Standard
- LUO = Library Use Only

6. Priority: Standard. We do not use the Rush service; contact your Faculty Librarian if it is needed within 3 weeks.

7. Tick if you would like the book reserved for you when it arrives.

8. Tick if the book is on a reading list, and write the unit code in the Internal Note, e.g RL U12345

9. Write in any notes, e.g. known duplicate, 2 x print & 1 x ebook

10. IMPORTANT

Select a Request Recipient: the team in the Library associated with your Faculty.
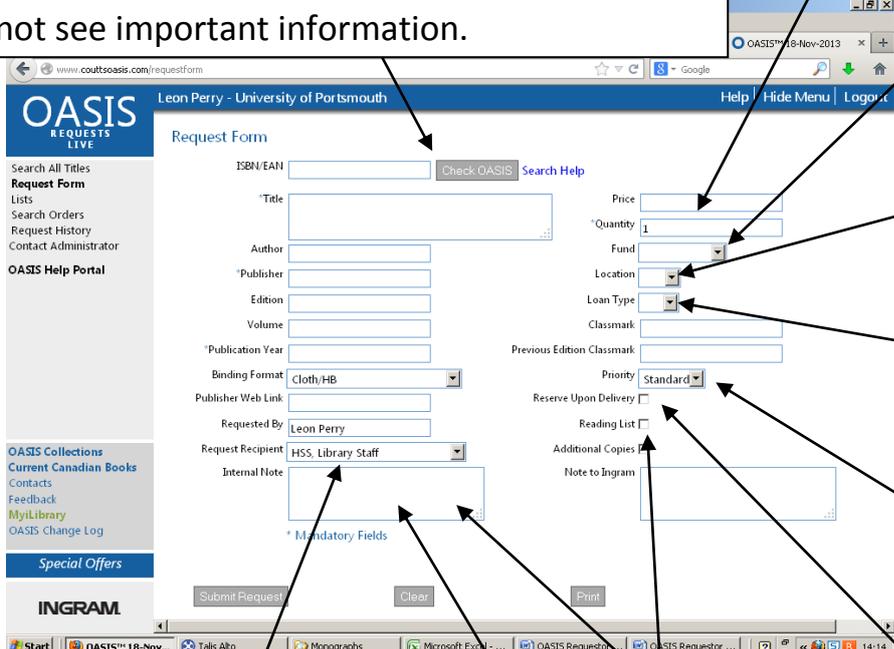
Click Submit Request. You can check **Search all orders** on the top menu if you are not sure if your request has been submitted.

- Your request will be sent to the team in the Library you selected, and you will receive an email to confirm the order has been sent. (You may not receive an email if you have registered recently as we have to adjust these settings manually.)
- Library staff will check the book details, and make sure it is required and that we have sufficient funds, before sending the request to your Faculty Librarian for authorisation.
- It may take some time for your request to be authorised, but once it has been, it will appear on the library catalogue saying **On order**. You will also receive an email to say a firm order has been placed.

Search

If you don't know the ISBN, or if you just want to browse in your subject area, use the search options:

In the results list, you have the option to order a book straight away by clicking on the plus button under **Request Form.** This transfers the ISBN to the Request Form, so click **Check OASIS** and fill in the rest of the form as shown above.

Alternatively, you can add one or all titles shown to a list, which you can come back to later: hover over the **List** button and select **Add** or **Add All Listed**. When you are ready, go to **My Lists** in the top menu to retrieve your saved titles.

If the book you want isn't found, contact your Faculty Librarian by email instead. Requestor only works for titles that are in the OASIS database.

If you have any questions about the status of an order, or about using OASIS Requestor, contact your Faculty Librarian in the first instance.

Last updated: Leon Perry, 27th September 2018