

UNIVERSITY OF JOHANNESBURG LIBRARY

PROCEDURE FOR PURCHASING BOOKS FOR THE LIBRARY

1. Log on to [SAPNet](#) using your SAPNet logins or [Register](#)
2. Click on 'Search' tab either 'Basic Search' or 'Advanced Search' or 'Multiple ISBN Search'
 - Basic Search
 - i. Populate the 'Please enter your search criteria:' box with the a ISBN13 (e.g.: 9781868900022)
 - Advanced Search
 - i. Populate the specific search box (e.g.: Keyword or Title and Author, etc.) with you search term
 - ii. Filter further if needed (e.g.: Publication date or/and Format or/and Status)
 - Multiple ISBN Search
 - i. Populate 'ISBNs:' box with multiple ISBNs
3. Click on 'Search'
4. 'Add to List' drop down allow selection to be added to a pre-created list
5. Out of results do selection by clicking on 'Add to list'
6. Title/s will be added to list
7. Click on 'List' tab
8. Click on shopping cart icon to process request
9. The system will check the required title against the library catalogue to avoid duplication
10. Complete the 'Motivation for new book order' form
 - The 'Sources' field can be used for supplier reference
 - The 'Note' field can be used for specific or special instructions, e.g. additional copies, need before February, on behalf of Prof Steyn, etc.
 - The 'Motivation for multiple copies or urgent orders' box can be used to upload a motivation letter/e-mail if the requested copies are more than specified in the Acquisitions policy under the 'requirements' link.
11. Tick 'I have read the requirements' tick box and submit order