



## NATIONAL LIBRARY OF SOUTH AFRICA

### LIBRARY GUIDE 2019 - 2020 (2)

**To all members of the Southern African Interlending Scheme (SAIS)**

#### **SAIS Online Database Guidelines**

##### **1. Guidelines on how to use the SAIS Online Database**

Membership in the Southern African Interlending Scheme (SAIS) allow an institution to request and supply library materials (photocopies and loans) to and from other SAIS members. An integral part of interlending transactions between libraries is their contact details as it assists with communication between libraries regarding requested items.

All registered SAIS members have access to the SAIS Online database, which has the contact details of participating libraries. With your secure password, available from the SAIS Administration Office, you are able to view full data content of other SAIS member records and edit your own record in the database. We urge all members to verify and edit their contact details if necessary.

SAIS Online profile for each member library has been activated on 21 August 2019, and the passwords have been sent by e-mail.

To access the database, use the following link to login:

<http://databases.nlsa.ac.za/dbtw-wpd/textbase/SAISWEB/search.html> (Please bookmark this page)

## 2. Searching

Make sure that your password was entered in the box provided.

**Enter your password:**

Searching can be done in **2 ways**:

### 2.1. Searching using fast searches

- This might be for an alphabetical or numerical list of member libraries, or a fast search for courier members in Pretoria and Johannesburg.
- If you click on one of the fast searches, you will be prompted to re-enter your password.
- On the result page you will get a list of libraries in alphabetical or numerical order.
- Click on the link in blue for the particular library that you are searching for.
- Click on “Back to search” to return to the main menu.

### 2.2. Searching using specific fields

#### 2.2.1. Company Name

- Type in the name of the library that you are searching for.
- Click on “Submit Query”.
- On the result page you will get the name of the library or a list of libraries if there is more than one branch.
- Click on the link in blue for the particular library that you are searching for.
- If you need the details of a specific library, click on the text link in blue.
- Click on “Back to search” to return to the main menu.

**Note:** If you reset the query you will have to re-enter your password.

#### 2.2.2. Province

- Click on the dropdown menu to select the name of the province you are interested in.
- Click on “Submit Query”.
- On the result page you will get a list of libraries.
- Click on the link in blue for the particular library that you are searching for.
- Click on “Back to Search” to return to the main menu.

**Note:** If you reset the query you will have to re-enter your password.

### **2.2.3. Country**

- Click on the dropdown menu to select the country that you are interested in.
- Click on “Submit Query”.
- On the result page you will get a list of libraries.
- Click on the link in blue for the particular library that you are searching for.
- Click on “Back to Search” to return to the main menu.

**Note:** If you reset the query you will have to re-enter your password.

### **2.2.4. Library Code**

- Type in the Library Code of the particular library that you are searching for.
- Click on “Submit Query”.
- The short detail of the library will appear; click on the link in blue for more details.
- Click on “Back to Search” to return to the main menu.

**Note:** If you reset the query you will have to re-enter your password.

### **2.2.5. Type of Institution**

- Click on the dropdown menu to select the type of Institution that you are searching for (e.g. If you want to know which SAIS Members are special libraries).
- Click on “Submit Query”.
- On the result page you will get a list of libraries.
- Click on the link in blue for the particular library that you are searching for.
- Click on “Back to Search” to return to the main menu.

**Note:** If you reset the query you will have to re-enter your password.

## **3. Updating your library's contact details**

- Make sure to enter your password.
- Search for your library's code.
- Click your library's link in blue to expand the record.
- On the result page, click on “Edit record”

- Correct your details:
  - Click the blue linked field names to select from preferred options.
  - Green fields - no editing permitted.
  - If you would like to display two entries in the same field (i.e. two e-mail addresses), please separate them with a vertical bar character |.
  - Click on “Submit record”.
  - The next screen will display your changed details. Click on “OK”. Your record will be confirmed by the SAIS Administration Office before implementation.
  - Click on “Back to Search” to return to the main menu.

#### **4. Subscription Discontinuation**

If you wish to discontinue your subscription, please email the System Administrator on [docdel@nlsa.ac.za](mailto:docdel@nlsa.ac.za).

**If you have any questions, or require additional information, please contact the SAIS Administration Office on (012) 401 9728/30 or e-mail [docdel@nlsa.ac.za](mailto:docdel@nlsa.ac.za).**