



UNIVERSITY OF LIMPOPO LIBRARY WORLDCAT DISCOVERY GUIDE

Contents

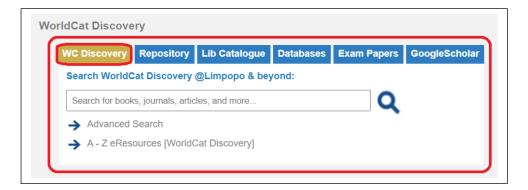
How do I access the Discovery Tool for the Library?	2
Searching any resource in the library (basic search)	2
Search results	3
Filter and refine search results	5
Search tools	6
Display in Discovery	7
Brief item detail & Description	7
Advanced Search	10
Limiters & Databases	10
Links to external information sources	11
Placing an Interlibrary Loan request	11
How to create an account	12
User Portal Layout (My Account)	15
Requests Tab	15
View profile and set communication preferences	18
Saved Search tab	18
Referencing / Sharing / Saving	19
Citing	19
Sharing	20
Saving records	21
Saving searches	23
Mobile Access	23





How do I access the Discovery Tool for the Library?

From the library website https://www.ul.ac.za/index.php?Entity=Libraries#start.

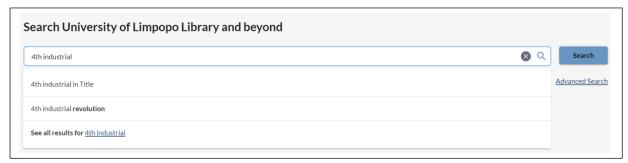


Or directly from your browser: https://limpopo.on.worldcat.org/discovery



Searching any resource in the library (basic search)

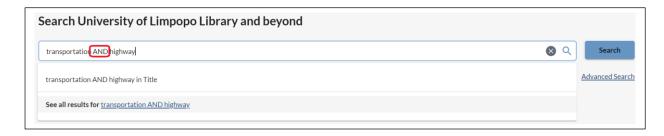
- Any word(s) typed in the search box will be treated as a keyword search.
- A keyword search uses one or more complete words that are contained anywhere in the item's record, including: titles, notes, abstracts, summaries, descriptions, and subjects.
- You can enter words in upper or lower case, and if you use multiple words you can enter them in any order.
- Punctuation is ignored during searching.







- An expert search may include Boolean operators. This search may be executed in any search box, such as the basic search box or the Advanced Search screen.
- When using Boolean operators (AND, OR, NOT) in a search, these must be capitalized. Search terms with Boolean operators are processed in left to right order.



Search results

The search results will include all items (print and electronic) available from University of Limpopo Library.

- 1. **Author names** are hot linked on search results, in the Item Detail and under Editions & Formats. You may click the name to trigger an author keyword search.
- 2. Search relevance indicators highlight matching search terms in the result entries.

3. Bibliographic information

The search results include Title, Author(s), Format of the Item, Publication Details, Contents Note, Subject, and Summary. Choose Show More or Show Less to expand or contract the summary field.

4. Availability information

The Availability information for the item includes the Status and Shelving Location.

5. When **additional copies** are available, a Holdings Summary indicates the number of copies and locations holding the item. Click on the Holdings Summary to view all the copies and locations where the item is available on the item detail page.

6. Local Editions and Formats

Additional local copies available for the library are listed under Other Editions and Formats at University of Limpopo Library. The additional editions will indicate whether the additional format type is newer or older than the publication date of the representative record. Select Details to view the item detail page for the record.

7. If available, select the **Access Online/View eBook** link to be taken to the electronic resource. Contact the library with regards to accessing eResources off-campus.

8. View WorldWide Editions and Formats

Select the View WorldWide Editions and Formats link on the search result to view a list of additional editions and formats for the item. Use the available filters to narrow the results. The View WorldWide Editions and Formats drawer shows the Edition, Format, Year, Language, and Library. The currently selected search result is highlighted amongst the additional results. Select the title hyperlink to be taken to the item detail page for the record.







The leadership challenge workbook

Authors: James M Kouzes 1945-, Barry Z Posner



Print Book @2003, 1st ed.

San Francisco: Jossey-Bass, @2003.



Summary: Publisher description: Based on Jim Kouzes and Barry Posner's classic book The Leadership Challenge, this Workboo will be your hands-on guide for improving your ability to put into action the Five Practices of Exemplary Leadership® model and become a leader who Models the Way, Inspires a Shared Vision, Challenges the Process, Enables Others to Act, and Encourages

Show More



Contents:

The Five Practices of Exemplary Leadership -- Selecting Your Personal-Best Leadership Project -- Model the Way -- Inspire a Shared Vision -- Challenge the Process... Enable Others to Act -- Encourage the Heart -- Reflecting on Your Personal-Best Leadership Project -- The Challenge Continues.

Subjects: Leadership.



✓ AVAILABLE

University of Limpopo Library, Turfloop Management open stacks

Other Editions and Formats at University of Limpopo Library View All (5)

Details



View eBook

LEADERSHIP IN

ORGANIZATIONS



Newer © 2017 eBook edition, 6th ed.

8





(03)









Upper Saddle River, NJ: Prentice Hall, ©2002.

Summary: Leadership in Organizations focuses on effective leadership in organizations through both theory and practice. This book explains and critiques the major theories and studies that are most relevant and informative and reviews what we know about leadership effectiveness. This combination of theory and practice makes this text a useful resource for practicing manage

Show More

Contents:

Introduction: the nature of Leadership -- The nature of managerial work -- Perspectives on effective Leadership, delegation, and empowerment -- Dyadic role-making theories and followership... influence -- Manager traits and skills -- Contingency theories of effective Leadership -- Charismatic and transformational Leadership -- Leading chang in organizations -- Leadership in teams and decision groups -- Strategic Leadership by executives -- Developing Leadership skills Ethical Leadership and diversity -- Overview and integration.

Subjects: Leadership.

✓ AVAILABLE

University of Limpopo Library, Turfloop Main open stacks

Other Editions and Formats at University of Limpopo Library $\underline{\text{View All }(\underline{2})}$



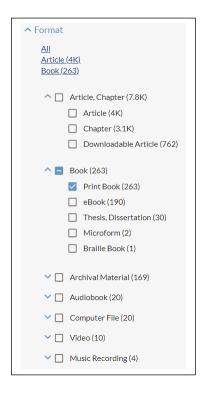
Worldwide Editions and Formats View All (105)

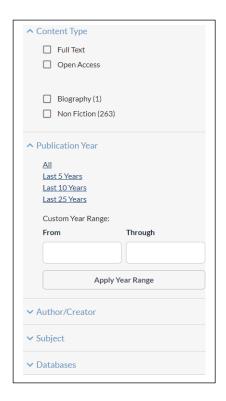




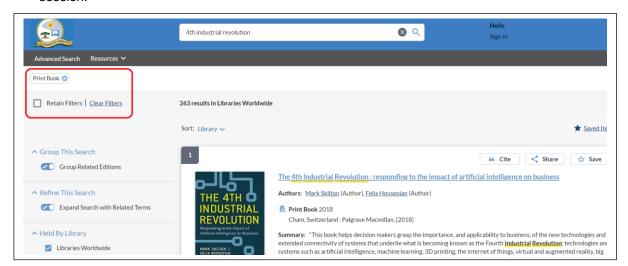
Filter and refine search results

You can narrow the set of results that were returned from your initial search by using the filters
available in the left column of the results screen. Simply check the boxes beside the filter(s) you
desire.





- Filters can be used multiple times throughout a search session. Your filters can be reapplied to preserve your search context without manually having to select them for each additional search in a single session.
- The Selected Filters area contains options to remove the specified filters from the search and to reset the search to the configured defaults. Selected Filters are applied throughout your search session.



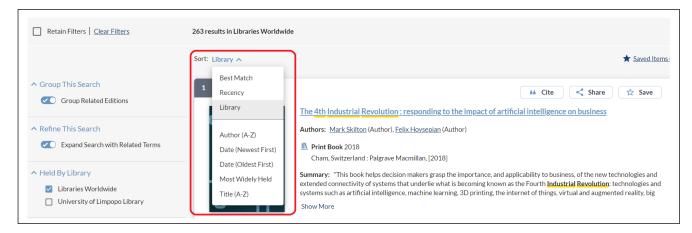




Search tools

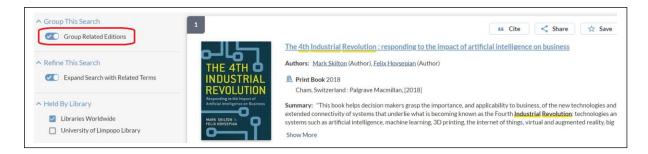
Sort by:

Change the sort order of the results. Could include: Best Match, Recency, Library, Author (A-Z),
 Date (Newest First), Date (Oldest First), Most Widely Held, Title (A-Z).



Group results:

- If the search results are set to Group related editions, a representative record is determined for the group. Edition grouping brings records together that have the same: (title, author, format), Language of publication, Year of publication, Publisher.
- The default setting for this option is based on the selected sort option.
 - Best Match, Recency, Library, Author, Date and Title default to grouping related editions.
 - Most Widely Held defaults to not grouping related editions.
- You can override the default at any time and your preference will remain selected throughout your search session.

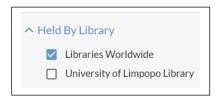






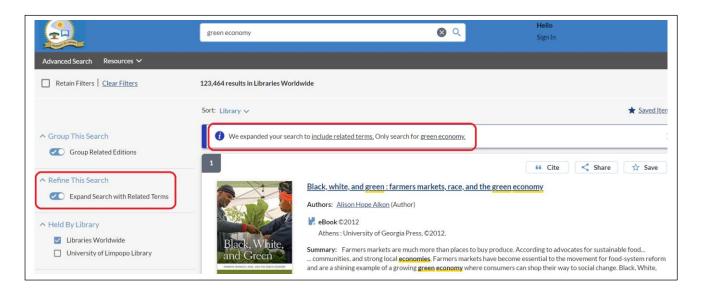
Held by library:

Search either University of Limpopo Library content or content available worldwide.



Expand search with related terms:

- You can enable "Expand search with related terms" for searching across records to find relevant search terms, including related, different, or deprecated search terms.
- You have an option to disable it if you only want that specific search term.



Display in Discovery

Brief item detail & Description

Descriptive data appears in seven areas of the interface:

- 1. **Brief item detail**: Include Title, Author(s), Format of the Item, Publication Details, Contents Note, Subject, and Summary. Choose Show More or Show Less to expand or contract the summary field.
- 2. **Description**: The bibliographic data from the record. Choose More Item Details or Less Item Details to expand or contract the Description field.
- 3. Access options: The Access Options panel looks at all access options and presents the user with the best digital and physical access option for the item. This allows the user to quickly identify the best options available to them for obtaining the item. Contact the library with regards to accessing eResources off-campus.

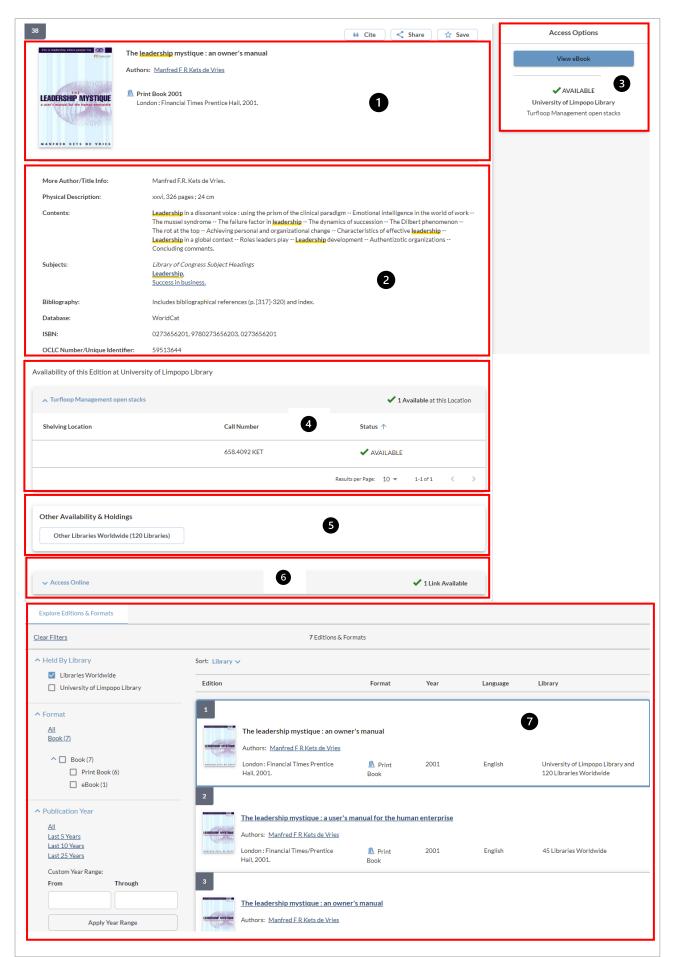




- 4. **Availability**: The Holdings summary indicates the availability information for the item. Each available location can be expanded using the drop-down indicator next to the location name. The holdings information includes and can be sorted by:
 - Shelving Location
 - Call Number
 - Status
- 5. **Other Availability & Holdings**: Select Other Libraries Worldwide to view a drawer containing additional libraries near your location who hold this item.
 - View Catalog will open the library's catalog information for the item.
 - If this item is available via interlibrary loan, a button will be available under Access Options to request it.
- 6. **Access Online**: If the content is available online, an access button(s) will be available, indicating the source of the online content.
- 7. **Explore Editions and Formats**: Displays a list of additional editions and formats for the item. Use the available filters to narrow the results.
 - This section shows the Edition, Format, Year, Language, and Library. The currently selected search result is highlighted amongst the additional results.
 - Select the title hyperlink or the cover art to be taken to the item detail page for the record.
 - Determine the number of records to display and use the pagination to view more items.



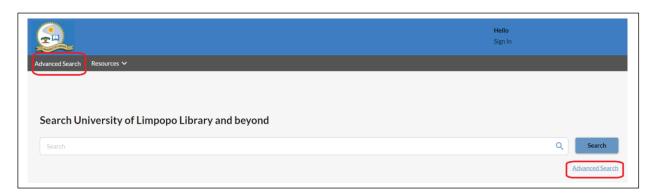






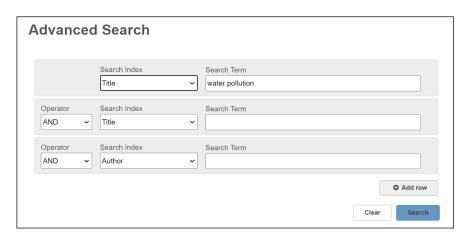


Advanced Search

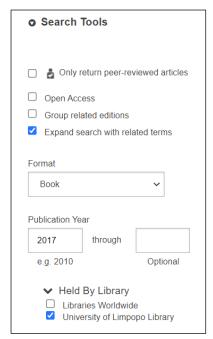


Limiters & Databases

Enter Search term



Limit your search



Select/Save databases

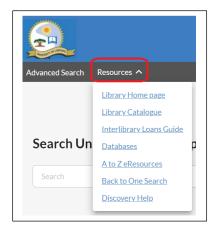
Databases		2 Selecte
Save Changes	Reset	
Searching Datal	bases	2 Selecte
✓ WorldCat	ooks and other ma	iterials in libraries worldwide
✓ WorldCat.org OCLC catalog of bo	ooks, articles, and	other materials in libraries worldwide
● Default		2 Database
Default Select All in Group	р	2 Database
	p	2 Database 12 Database
Select All in Group		
Select All in Group Other		
Select All in Group Other Select All in Group	p	12 Database
Select All in Group Other Select All in Group General	p	12 Database





Links to external information sources

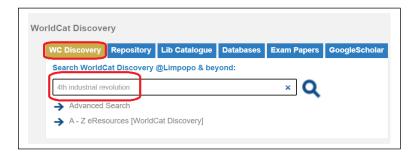
- Your library set up custom links that display in the resources drop-down menu at the top of the screen.
- These links lead to useful resources such as the A Z eResources List and others, as well as the Discovery Help.



- Click on the Resources link to access the menu.
- To return to the original search box from any search result screen click on the 'Back to One Search' link.
- To find help click on the 'Discovery Help' link

Placing an Interlibrary Loan request

Patron executes search for required item.



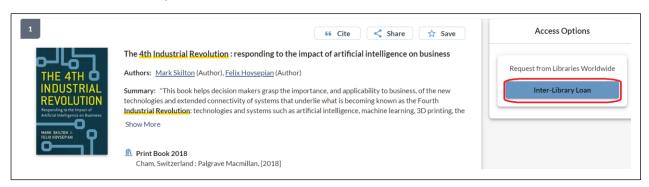
Select the required item from the results list.







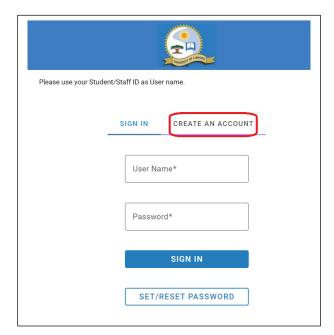
• Click on the Interlibrary Loan button.



 You will be prompted to enter your login credentials or if you do not have an account yet, you need to create one.

How to create an account

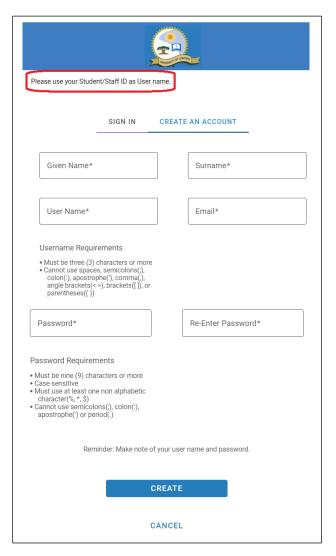
- You need to be a registered user of the library to get sign in detail. Do the following to create an account:
- Click on 'Create an Account'.







 Complete the relevant fields. Ensure that you use your staff or student number as User Name.



When signed in:

- The Sign In button shows your name.
- You have access to your account.
- To do SEARCHES for library resources you DO NOT need to sign into Discovery.
- Signing in is only required for special functions:
 - > Saving a permanent list of items when searching
 - Placing an Interlibrary Loan request
 - Accessing your Interlibrary Loan account
- > Updating your Interlibrary Loan account communication preference for receiving of notifications







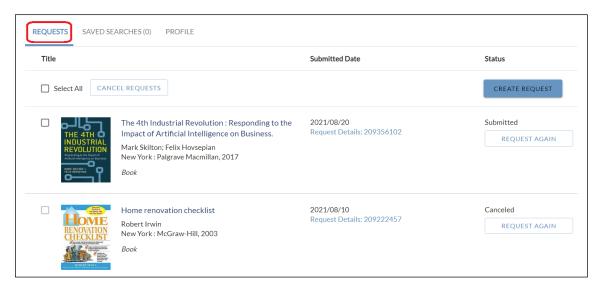
• After logging in / creating an account, complete the Interlibrary Loan request form.

Create Request: ARTICLE	воок	ОТ	HER	
* Required field				
About my item				
Title: *		Author:*		
The 4th Industrial Revolution : responding to the		Mark Skilton		
impact of artificial intelligence on business // 95/500)			12/500
Publisher: *		Place of Publication: *		
Palgrave Macmillan		Cham Switzerland	d	
Publication Date: *		ISBN:		
2018		9783319624785		
Edition:		Format: *		
		Book		•
Title of chapter:				
The or chapter.				
0/500				
About my request				
Service Type: *		Department: *		
LOAN		Mathematics, Science and Technology Education 🔻		
Status: *		Edition required: * Any	Recent	
Postgraduate student		7,	O Reconc	O 11113
My address and contact information				
First Name: *	2	Last Name: *		
John		Smit		
Patron ID: *		E-mail Address: *		
123456789		email@gmail.cor	m	
Mobile Phone (format: +27821234567): *				
+27821234567				
Copyright Declaration				
The Copyright Act of 1978 governs the making of photocopies photocopies/reproductions. The provision is that the photocop request/photocopy/reproduction for purposes not permitted I	py/reproduction is not to be used for any	other purpose than pr		
By submitting this request you confirm that you have read and	d agree to the Copyright Compliance tern	ns [Copyright Act of 19	978].	
SUBMIT REQUEST CANCEL				



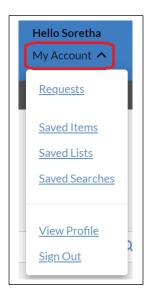


• After submitting the request, the user is automatically directed to the user portal.



The patron can also access the user portal by directly using the following URL: https://limpopo.account.worldcat.org/account.

User Portal Layout (My Account)



Requests Tab

- From the Requests tab, users can view active and closed ILL requests, create new requests, recreate previous requests, or renew and cancel requests.
- They can also view requests filled electronically.
- The Requests tab will load 25 requests at a time. Use the SHOW MORE option at the end of the list of requests to view more if they are available.





Title

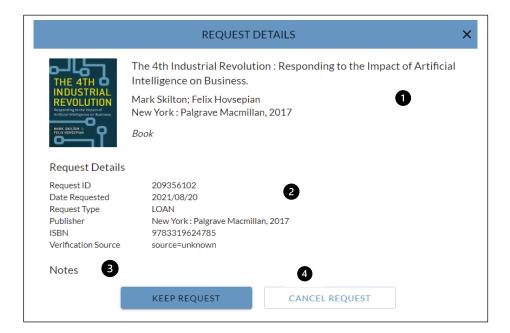
The *Title* column displays the title (or journal title and article title), author, and format of the item requested by the library user.

Submitted Date

The Requests screen is sorted by *Submitted Date* with the most recently submitted requests appearing first. The Request ID for the library user's ILL request is listed in the Submitted Date column. Click the Request Details: [Request ID] to see the Request Details.

Request Details

The Requests Details screen shows detailed information about the request.



1. Bibliographic Information

The top of the Request Details screen contains the bibliographic information about the request.

2. Request Details

The Request Details section contains information about the request, including the Request ID, Date Requested and Pick Up Location.

3. Notes

The Notes section displays any notes about the request. It can contain the following information:

- Request source
- > Text added to the Verification field when staff process the request
- > Text added to the Notes field in the Patron section of the request when staff process the request





4. KEEP REQUEST or CANCEL REQUEST

Requests can be cancelled by the user if they are still open. Requests with a status of Submitted can be cancelled. To cancel a request, click CANCEL REQUEST. To keep the request, select KEEP REQUEST or close the window.

Status

The Status column displays the status of the request. Available statuses:

Requests sent to external lenders		
Submitted	 The request has been submitted by the patron, but not yet been reviewed by library staff. The request has been submitted by the patron and reviewed by library 	
	staff.	
	 Library staff sent the request to lenders. 	
	 The lender is considering if they can supply the item for the request. 	
	 The lender requested additional information about the request. 	
In Transit	 The requested item is in transit and is being routed to the borrower 	
Due [date]	Due date that item should be returned to the library	
Recalled. Return	The requested item has been recalled by the lender and should be	
item to library	returned to the library.	
immediately		
Overdue. Return	 The requested item has passed the due date and will need to be 	
Item	returned to the library.	
Unable to provide	Library staff were unable to borrow the requested item	
Cancelled	Library staff or patron cancelled the request	
Complete	The requested item has been returned to the lender	
Available to view (if link)	The requested item is available or has been supplied to the patron	

Request Again

When a library user wants to request an item, they have previously requested or a similar item, they can select REQUEST AGAIN from the Status column. For example, users may want to recreate a request when the request went unfilled or to request a different edition of a previously requested item.

From the REQUESTS tab, locate the request and select REQUEST AGAIN from the Status column. A new request form will be generated with the details of the existing request cloned. Update fields as needed. Select SUBMIT REQUEST.

Cancel Request

Library users can cancel ILL requests until they have been shipped by the lender. To cancel a request:

- Select the individual request or use the Select All option to cancel all requests.
- Select All selects all the items available for selection which are visible on the page. If you have more than 25 items, select the Show More option to display the next 25 items and click the Select All checkbox. Only selected items visible on the page will be processed for cancellation.
- Select CANCEL REQUESTS.





OR

- Select Request Details from the individual request's Submitted Date column.
- Select CANCEL REQUEST.

Note: Requests with a status of Submitted can be cancelled. Requests that are not in this status cannot be selected individually and will not be selected if the Select All option is checked.

Create Request

To create a new request, library users click CREATE REQUEST.

The ARTICLE request form is the default form. Users must click BOOK or OTHER to fill out a different request form.

Closed requests

Requests will remain in the User Portal for 60 months after they are closed.

View profile and set communication preferences

Select View Profile under your account name or navigate to the PROFILE tab of My Account to view notification preferences.

Notifications

Users can configure email notifications for their requests using the Notifications section. Users can enter an alternate email for email notifications.

When users add or edit the Alternate Email information, they are updating the Delivery Notification section of their account. They are not changing the email that the library has on file for the user and the user will still receive reset password emails to the email on file. Only library users can select whether they want to receive library account notifications, and this cannot be edited by library staff.

Users must select to receive account updates by email to receive notifications. If Send library account updates by email is enabled, users will receive notifications.

Saved Search tab

The SAVED SEARCHES tab of My Account displays saved searches from WorldCat Discovery. WorldCat Discovery users can create and save up to 100 searches. Searches can be run or deleted.

- To run a search, click on the search name.
- To delete a saved search, use the Select All checkbox or select individual searches and click DELETE SEARCHES.
 - Select All selects all the items visible on the page. If you have more than 25 items in the Saved Searches list, select the Show More option to display the next 25 items and click the Select All checkbox.

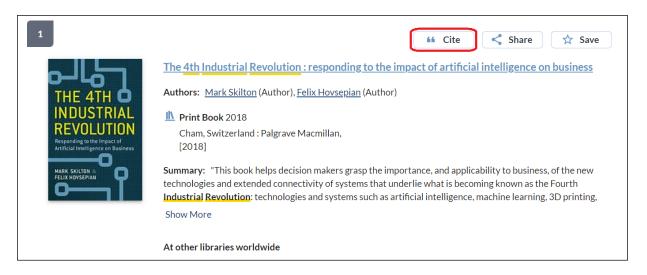




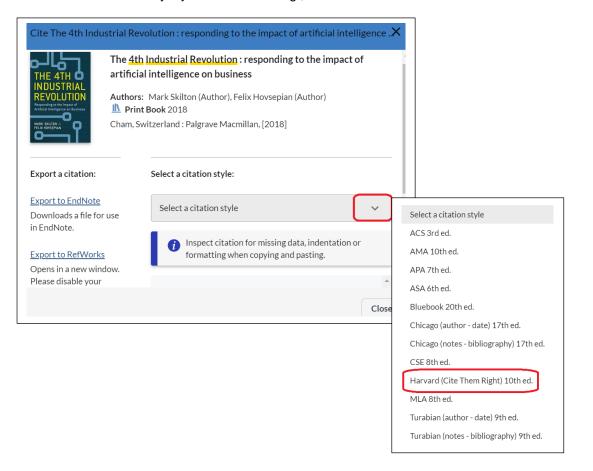
Referencing / Sharing / Saving

Citing

- Use the "Cite" button to create a bibliography of resources.
- From the search result screen or the detail description screen, click on the "Cite" button.



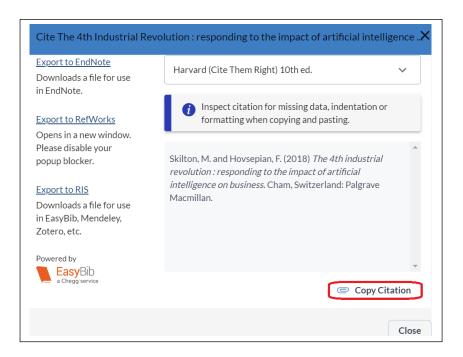
Select the citation style you want to use e.g., Harvard.





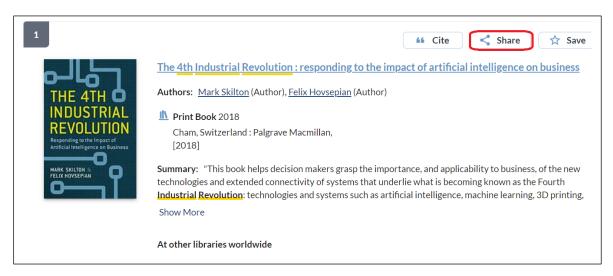


• Use the Copy Citation button to copy it to a word document or e-mail (make sure none of the formatting was lost in the process).



Sharing

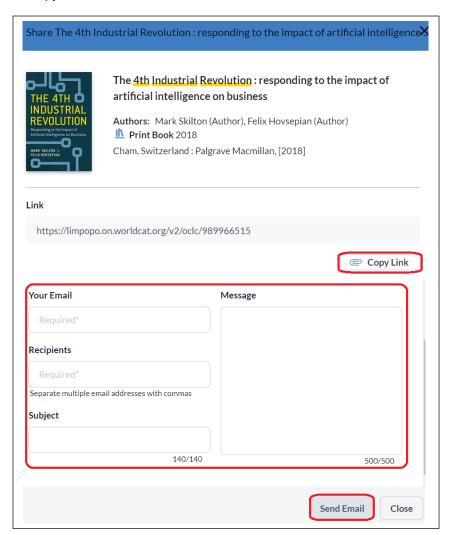
Use the "Share" button to share the item.







Copy the link or send via an email.



Saving records

Use the "Save" button to save the item.



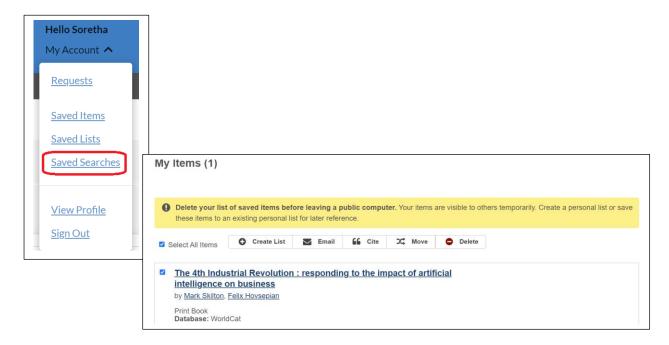




• After saving a record, note that the Save button changed to 'Saved' and the number of Saved Items is indicated at the top of the screen.



- To see the list, click on the "Saved Items" link in My Account.
- Keep in mind the list is only available during this browser session if you are not signed into Discovery.
- You have the option to email, cite, move, and delete your list.

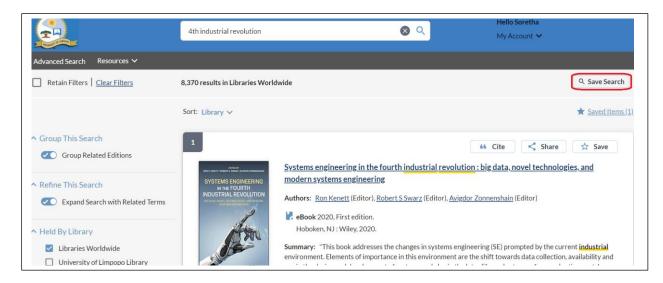




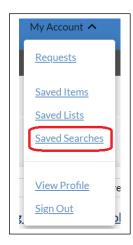


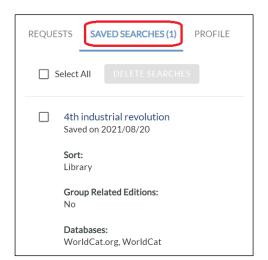
Saving searches

• Use the "Save Search" button to save the search.



To see the saved searches, click on the "Saved Searches" link in My Account.





Mobile Access

The Discovery interface can be accessed with any device by using the same URL or web address https://limpopo.on.worldcat.org/discovery

