



# NATIONAL LIBRARY OF SOUTH AFRICA

## LIBRARY GUIDE 2024 - 2025 (2)

### **Bibliographic Verification Process Before Sending a Request**

**To all members of the Southern African Inter-Lending Scheme (SAIS)**



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## 1. Introduction

Bibliographic verification is a standard Interlibrary Loan (ILL) practice whereby the borrowing library verifies a request before sending it to the supplying library. The Southern African ILL Code of Best Practice states that, “The borrowing library should verify and complete bibliographic details of the item requested to the best of its ability.”

Bibliographic verification plays a crucial role in the Interlibrary Loan (ILL) process. By ensuring that the bibliographic details of the requested item are accurate and complete, libraries can significantly expedite the search and delivery process. This step not only streamlines the workflow for library staff but also enhances the overall user experience by minimising the waiting period for the user. Accurate bibliographic verification leads to increased efficiency in resource sharing among libraries, fostering a co-operative network that benefits all parties involved in the interlending system.

The purpose of this Library Guide is to give guidelines on the bibliographic verification process.

## 2. Bibliographic Verification

The requesting library should scrutinise requests made by their users before they send them to the supplying library. Where the details given by the user are incomplete or inaccurate, the requesting library should make a reasonable effort to verify the information with the relevant bibliographic tools. The bibliographic details are to be included in all requests (online or manual via e-mail). For online requests using WorldShare ILL or Tipasa, the bibliographic details are populated in specific fields when creating a request.

The verifying process includes the following:

- Confirm the existence of the publication by locating it in an authoritative bibliography or a standard indexing source.
- Describe the citation completely and accurately, following accepted bibliographic practice.
- Use a main entry based on the Library of Congress or Resource Description and Access (RDA) rules.

The main access point can be one of the following entities:

- An author is the person chiefly responsible for the creation of the intellectual or artistic content of a publication.
- A corporate body is an organisation, or a group of persons, identified by a particular name

and that acts, or may act, as an entity. A corporate body may be a business, government, society, or an institution. A corporate author may include a committee, department, bureau, or other subdivision of an organisation.

- A title may also be used as a main access point.

### 3. Elements in a Citation

Details of the requested item should be adequate for its identification by the supplying library. Elements to be included in a citation:

#### 3.1. Books

The required elements for a book reference are: Author, Initials., Year of publication. Title of book. Edition. (Only include this if it is not the first edition) Place of publication (This must be a town or city, not a country): Publisher.

- **Author**

The author's name should be given in full: surname, followed by a comma and initials. Entries for corporate authors should follow the Resource Description and Access (RDA) rules and be given in full.

- **Date of publication**

The date of publication is very important in distinguishing between similar materials.

- **Title**

Give the title in full unless it is very long. In that case, give an understandable portion followed by an ellipsis (...) to indicate missing words. Accuracy in giving the exact words in the right sequence is particularly important when conducting a title search.

- **Edition**

Should you require a certain edition only, indicate your preference in the note field of your request. It is important to note that not all works have edition statements.

- **Place of publication**

The place of publication helps to determine the country in which a work was published and to match what is found with what is desired, especially when a particular edition is required.

- **Publisher**

The publisher is also important for matching what is found with what is desired and in identifying specific editions.

**Example of a book citation:** Holm, E. (2008). Insectlopedia of Southern Africa. Pretoria, LAPA.

### 3.2. Journal Articles

For journal articles the required reference elements are: Author, Initials., Year of publication. Title of article. Full title of journal, Volume number (Issue/Part number), Page number(s).

- **Author of article and year**  
Give the first author's name in full. Multiple authors are usually not necessary. Follow with year of publication.
- **Title of article**  
Give enough of the title so that there can be no doubt about which article is required.
- **Title of periodical**  
Give the full periodical title. If the full title is not available, use standard abbreviations e.g. Jnl=Journal.
- **Volume, issue number or issue date**  
Always give the volume number, issue number or date/month of publication if volume and issue are absent).
- **Page numbers**  
Give inclusive pagination. If the ending page is not known, give a beginning page and a dash to indicate that the entire article is required, or add the note, "entire article needed".

**Example:**

Joubert, P.H., 1994. Kernel damage to pecan nuts in the Nelspruit area of South Africa.  
*Journal of the Southern African Society for Horticultural Sciences*, 4(2), p.42-44.

### 3.3. Chapter of an Edited Book, Conference Report or a Paper in Conference Proceedings

- The elements for a chapter include: Author. Year. Title of the chapter, In: Editor. Title of book, Name of Publisher, Place of Publication. Chapter number or first and last page numbers followed by a full stop.  
A photocopy of a chapter in a book can usually be requested if the book is not available for loan. This is however subject to copyright regulations.

**Example of a Chapter in an edited book:**

Fialho, J.A, 2012. Franchising in Angola. In: K.H Tyre, ed. Franchising in Africa: legal and business considerations. [S.l.]: LexNoir Foundation, pp.44-68.

- The required elements for a conference report are: Authorship, Year. Full title of conference report. Location, Date of publication. Place of publication: Publisher.

**Example of a conference report:**

UNDESA (United Nations Department of Economic and Social Affairs), 2005. 6th Global forum on reinventing government: towards participatory and transparent governance. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

- The required elements for a conference paper are: Surname, Initials. Year of publication. Full title of conference paper. In: followed by editor or name of organisation, Full title of conference. Location, Date. Place of publication: Publisher.

**Example of a conference paper:**

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), 6th Global forum on reinventing government: towards participatory and transparent governance. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

### 3.4. Newspapers

For newspaper articles, the required reference elements are: Surname, Initials. Year. Title of article or column header. Full title of Newspaper, Day and month before page numbers.

**Example for an article in a newspaper:**

Wagner, L., 2015. Youth is not wasted on the young. The Times, 5 June p. 5.

### 3.5. Dissertations and Master's Theses

Requests for dissertations and Master's theses usually follow the format of books and pamphlets. Be sure to indicate whether the publication is a dissertation or a thesis.

#### 4. Examples of sources

The following are examples of online catalogues / databases to assist in conducting searches to find relevant bibliographic details:

- **Worldcat**

OCLC's WorldCat is the world's largest union catalogue consisting of millions of bibliographic records for items in the collections of thousands of libraries from many countries. This database includes all the records catalogued by OCLC member libraries in several hundred languages. As the world's largest Union Catalogue, it represents the holdings of thousands of libraries. It is an enormous powerful tool in the bibliographic verification process. It can be accessed from:

<https://search.worldcat.org/>

- **ISAP**

An Index to South African Periodicals. It can be accessed at:

<https://discover.sabinet.co.za/search?Search=&ProductType=indextosouthafricanperiodicals>

- **SA Media**

A database of South African newspapers.

<https://discover.sabinet.co.za/search?Search=&ProductType=allsamedianewsclippings>

- **British Library Catalogues**

Includes the manuscript catalogue as well as other BL catalogues.

- **LibWeb: Library Servers via WWW**

It is a detailed international list of library catalogues. It can be accessed at: <https://www.lib-web.org/>

- **ProQuest databases**

ProQuest databases provide a single source for scholarly journals, newspapers, reports, working papers, and datasets along with millions of pages of digitised historical primary sources and more than 450 000 e-books. It can be accessed from: <https://www.proquest.com/>

#### 5. References

Monaghan Institute. 2016. Examples of Referencing in the Harvard Style. Available at:

<https://monaghaninstitute.ie/wp-content/uploads/2016/08/examples-of-referencing-in-the-harvard-style.pdf> (Accessed 19 August 2024)

National Library of South Africa & LIASA Interlending Interest Group. 2016. Southern African Interlending Code of Best Practice. Pretoria: NLSA & ILLIG.

State Library (South Africa), & National Library of South Africa. 2000. IL manual for the Southern African Interlending Scheme (SAIS). Pretoria, NLSA.

**If you have any questions or require additional information, please contact the SAIS Administration Office at (012) 401 9728/29/30/79 or e-mail [docdel@nlsa.ac.za](mailto:docdel@nlsa.ac.za).**  
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