Flow chart on finding books, eBooks, Journal articles…. 

What are you looking for?

- Book?
  - Check the catalogue
    - Found it? Go get it on the shelf
    - Didn't find it? Request it via ILL
  - Check the catalogue
    - Didn't find it? Ask your Faculty Librarian

- Journal article?
  - Search the catalogue by typing journal name
    - Yes: check the Full-text finder
    - No: search library databases
      - Yes: check the Full-text finder
      - No: search library search engine
        - Yes: check the Full-text finder
        - No: check Full-text finder
          - Yes: Request it via ILL
          - No: Request it via ILL

- How to buy new books? Complete the order Form
  - NB: for Staff and librarians only

- I found it but is available in other CPUT branches? What do I do?
  - Complete Interbranch Loan (IBL) request form at your branch circulation desk

- Need library training?
  - Talk to your faculty librarian or browse through subject guides listed here

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