

1

00:00:00,000 --> 00:00:02,966

2

00:00:02,966 --> 00:00:05,866

As a student enrolled in a University of

3

00:00:05,866 --> 00:00:07,566

Delaware online distance learning

4

00:00:07,566 --> 00:00:10,266

program you have access to both the

5

00:00:10,266 --> 00:00:12,733

online and print materials of the UD

6

00:00:12,733 --> 00:00:15,366

library's collections, as well as items

7

00:00:15,366 --> 00:00:19,000

held by libraries around the world. This

8

00:00:19,000 --> 00:00:21,500

tutorial will focus on three delivery

9

00:00:21,500 --> 00:00:23,900

services available to you through

10

00:00:23,900 --> 00:00:26,900

Interlibrary Loan. For information on

11

00:00:26,900 --> 00:00:29,566

finding materials in our collections or

12

00:00:29,566 --> 00:00:31,633

finding items held at other libraries

13

00:00:31,633 --> 00:00:34,166

visit our guide to using DELCAT

14

00:00:34,166 --> 00:00:37,600

Discovery. Your Interlibrary Loan account

15

00:00:37,600 --> 00:00:40,000

is your main gateway to the delivery

16

00:00:40,000 --> 00:00:42,200

services that will connect you to the

17

00:00:42,200 --> 00:00:45,633

materials you need. To access your

18

00:00:45,633 --> 00:00:48,000

Interlibrary Loan account click the

19

00:00:48,000 --> 00:00:49,833

large blue button in the center of the

20

00:00:49,833 --> 00:00:52,300

page and enter your information to

21

00:00:52,300 --> 00:00:55,500

authenticate as a UD student. The first

22

00:00:55,500 --> 00:00:57,800

time you log into your account you will

23

00:00:57,800 --> 00:01:00,400

be asked to select a delivery location.

24

00:01:00,400 --> 00:01:03,633

Select: "UD Online Distance Learning

25

00:01:03,633 --> 00:01:08,733

Student - Ship to Home". After you log in

26

00:01:08,733 --> 00:01:12,200

ILL staff will verify your status as a

27

00:01:12,200 --> 00:01:15,300

distance learning student. This process

28

00:01:15,300 --> 00:01:18,400

may take up to one business day. Once

29

00:01:18,400 --> 00:01:20,800

your status has been confirmed there

30

00:01:20,800 --> 00:01:22,566

will be three delivery services

31

00:01:22,566 --> 00:01:26,600

represented on your account. Article

32

00:01:26,600 --> 00:01:29,600

DELivery Service. Use this service to

33

00:01:29,600 --> 00:01:32,233

request articles that the UD Library has

34

00:01:32,233 --> 00:01:35,233

in its print or microfilm collections or

35

00:01:35,233 --> 00:01:37,533

to request single chapters of print

36

00:01:37,533 --> 00:01:41,066

books. Interlibrary Loan staff will scan

37

00:01:41,066 --> 00:01:43,566

articles or book chapters and deliver

38

00:01:43,566 --> 00:01:45,633

them electronically to your interlibrary

39

00:01:45,633 --> 00:01:49,400

loan account. Items requested through the

40

00:01:49,400 --> 00:01:51,833

Article DELivery Service are usually

41

00:01:51,833 --> 00:01:53,766

available in two business days.

42

00:01:53,766 --> 00:01:56,866

Check the Interlibrary Loan webpage for

43

00:01:56,866 --> 00:02:00,766

a list of restrictions. If you need

44

00:02:00,766 --> 00:02:02,533

access to more than just a single

45

00:02:02,533 --> 00:02:05,333

chapter of a book held at the UD Library

46

00:02:05,333 --> 00:02:07,733

use the Distance Learning DELivery

47

00:02:07,733 --> 00:02:11,633

Service. Through this service you can

48

00:02:11,633 --> 00:02:12,966

have items held in the library

49

00:02:12,966 --> 00:02:15,566

circulating collection shipped to your

50

00:02:15,566 --> 00:02:16,600

home.

51

00:02:16,600 --> 00:02:19,433

Some restrictions do apply so check the

52

00:02:19,433 --> 00:02:21,700

Interlibrary Loan page for complete

53

00:02:21,700 --> 00:02:25,900

information. When you make a request

54

00:02:25,900 --> 00:02:28,266

University of Delaware library staff

55

00:02:28,266 --> 00:02:30,400

will retrieve and ship the book within

56

00:02:30,400 --> 00:02:33,300

two working days. Please allow an

57

00:02:33,300 --> 00:02:35,300

additional three to five days for the

58

00:02:35,300 --> 00:02:38,333

item to be delivered to you. When you are

59

00:02:38,333 --> 00:02:40,400

finished with your item, package it

60

00:02:40,400 --> 00:02:42,800

securely in the prepaid envelope that is

61

00:02:42,800 --> 00:02:44,933

provided with your initial shipment and

62

00:02:44,933 --> 00:02:48,133

bring your item to a nearby UPS drop-off

63

00:02:48,133 --> 00:02:52,133

location. If you need an article, book, or

64

00:02:52,133 --> 00:02:54,500

other item that is held by another

65

00:02:54,500 --> 00:02:57,333

library of which the UD Library does not

66

00:02:57,333 --> 00:03:00,000

have, submit your request through the

67

00:03:00,000 --> 00:03:03,133

Interlibrary Loan Request form. Items

68

00:03:03,133 --> 00:03:05,666

requested through ILL will be shipped

69

00:03:05,666 --> 00:03:07,533

to your home once received by our

70

00:03:07,533 --> 00:03:13,300

Interlibrary Loan office. Allow about two

71

00:03:13,300 --> 00:03:15,033

weeks for books requested through

72

00:03:15,033 --> 00:03:17,833

Interlibrary Loan to arrive. With your

73

00:03:17,833 --> 00:03:20,300

book you will receive a prepaid UPS

74

00:03:20,300 --> 00:03:23,366

envelope to facilitate the items return.

75

00:03:23,366 --> 00:03:25,633

Articles requested through Interlibrary

76

00:03:25,633 --> 00:03:27,800

Loan are delivered to your account

77

00:03:27,800 --> 00:03:30,266

electronically in about two business

78

00:03:30,266 --> 00:03:34,533

days. Interlibrary Loan requests can be

79

00:03:34,533 --> 00:03:36,333

filled out from within your interlibrary

80

00:03:36,333 --> 00:03:38,766

loan account, as we have done here, and

81

00:03:38,766 --> 00:03:41,433

can also be initiated from within our

82

00:03:41,433 --> 00:03:44,733

catalog - DELCAT Discovery - or through the

83

00:03:44,733 --> 00:03:49,433

GET IT! service. If you have questions

84

00:03:49,433 --> 00:03:51,733

about these services or if you are

85

00:03:51,733 --> 00:03:54,200

unsure of the best method for accessing

86

00:03:54,200 --> 00:03:57,366

content use the "Ask the Library" links on

87

00:03:57,366 --> 00:03:59,366

the home page to consult with the

88

00:03:59,366 --> 00:04:01,400

librarian who can point you in the right

89

00:04:01,400 --> 00:04:03,566

direction.