

As a student enrolled in a University of Delaware online distance learning program you have access to both the online and print materials of the UD library's collections, as well as items held by libraries around the world. This tutorial will focus on three delivery services available to you through Interlibrary Loan. For information on finding materials in our collections or finding items held at other libraries visit our guide to using DELCAT Discovery.

Your Interlibrary Loan account is your main gateway to the delivery services that will connect you to the materials you need. To access your Interlibrary Loan account click the large blue button in the center of the page and enter your information to authenticate as a UD student. The first time you log into your account you will be asked to select a delivery location. Select: "UD Online Distance Learning Student - Ship to Home". After you log in ILL staff will verify your status as a distance learning student. This process may take up to one business day.

Once your status has been confirmed there will be three delivery services represented on your account.

Article DELivery Service. Use this service to request articles that the UD Library has in its print or microfilm collections or to request single chapters of print books. Interlibrary Loan staff will scan articles or book chapters and deliver them electronically to your interlibrary loan account. Items requested through the Article DELivery Service are usually available in two business days. Check the Interlibrary Loan webpage for a list of restrictions.

If you need access to more than just a single chapter of a book held at the UD Library use the Distance Learning DELivery Service. Through this service you can have items held in the library circulating collection shipped to your home. Some restrictions do apply so check the Interlibrary Loan page for complete information. When you make a request University of Delaware library staff will retrieve and ship the book within two working days. Please allow an additional three to five days for the item to be delivered to you. When you are finished with your item, package it securely in the prepaid envelope that is provided with your initial shipment and bring your item to a nearby UPS drop-off location.

If you need an article, book, or other item that is held by another library of which the UD Library does not have, submit your request through the Interlibrary Loan Request form. Items requested through ILL will be shipped to your home once received by our Interlibrary Loan office. Allow about two weeks for books requested through Interlibrary Loan to arrive. With your book you will receive a prepaid UPS envelope to facilitate the items return.

Articles requested through Interlibrary Loan are delivered to your account electronically in about two business days. Interlibrary Loan requests can be filled out from within your interlibrary loan account, as we have done here, and can also be initiated from within our catalog - DELCAT Discovery - or through the GET IT! service.

If you have questions about these services or if you are unsure of the best method for accessing content use the "Ask the Library" links on the home page to consult with the librarian who can point you in the right direction.