



# @ DOROTHY H. HOOVER LIBRARY

# Interlibrary Loan- RACER/VDX

#### What is it?

Interlibrary Loan (ILL):

- is a service provided by most academic institutions that makes it possible for libraries to share books and journal articles
- allows students, faculty and staff of Canadian universities can request materials from other libraries not found in their own institutions and have it sent to their home library
- RACER/VDX is an electronic ILL requesting system that you can access to place your interlibrary loan (ILL) requests.

#### What Can I Request?

Interlibrary Loan (ILL) is used mainly for the sharing of print sources:

- circulating books
- journal articles

Most institutions do not share:

- visual resource materials
- video or audio tapes
- DVDs

• other non-print sources, reference materials, and special collection items

**Note**: although these materials may show up on your list of searched items, they are usually not for loan.

#### What You Should Know

- Who? You must be a current OCAD student, faculty or staff member to use the ILL services
- How many? Undergraduate borrowers are limited to 9 items in process at any one time
- For how long? ILL books can be kept for 3 weeks with no renewals (issuing libraries may have shorter loan periods)
- **Can I renew?** There are no renewals on ILL books; overdue items are subject to fines of \$1.00 per item per day to a maximum of \$25.00 per item
- What about articles? ILL journal articles are yours to keep
- What about multimedia? ILL does not cover loans for videos, DVDs, CDs or other non-circulating media items
- What about material that the Library owns but is currently checked out? Do not request items held by the Library; instead, place a hold on the title by selecting the "Request Item" button from the library catalogue.

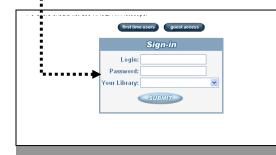
**Note**: As OCAD members you have direct borrowing privileges with Ryerson and York. This means that you can check out books from both libraries; however you do not have access to their electronic resources (databases and ebooks). It is usually **much faster** to go in person to check out a book at Ryerson than wait for it to come through interlibrary loan.

## How do I Register for an Account?

- LIBRARY ABOUT OCAD U STUDENTS PROSPECTIVE STUDENTS ALUMNI FACULTY ACADEMIC PROGRAMS RESEARCH 1. go to OCAD ► OCAD U Library DOROTHY H. HOOVER LIBRARY ▶ Learning Zone website Visual Resources FIND BOOKS, DVDS, VIDEOS About the Catalogue 2. click on the CP Eithary Catalogue About Databases For Faculty Library link Chat with a librarian How Do I... General Keyword van gogh SEARCH RESULTS WILL OPEN IN A NEW WINDOW. 3. select Set-up ▶ Web Links Accessibility NEW E-Journals: Access the latest issues of more than 42 <u>Intellect Press</u> journal titles including, <u>craft Research</u>, <u>Journa</u> of Viewal Act Decision, Divisorably <u>Course Reserves</u>
  <u>My Account</u> Inter-Library... . . . . . . . . including, <u>Craft Research</u>, <u>Journal</u> of Visual Art Practice, <u>Philosophy of</u> <u>Photography</u>, and the <u>Journal of</u> <u>Curatorial Studies</u> Loan Account E-BOOKS LIBRARY TOOLS ebrary E-Books found under Library Catalogue Scholar's Portal E-Books NEW DATABASE: Sage Course Reserves Knowledge - A general / multidisciplinary database which includes more than 2,500 academic ebooks and 350 handbooks and encyclopedias. Library Tools <u>Renew Items: My</u> <u>Account (Policy) (Guide)</u> <u>Databases: A - Z</u> FIND ARTICLES, IMAGES Database A - Z or by Subject for subject-specific databases Databases by Subject NEW DATABASE: Oxford Journals Online (see title list) <u>Scholar's Portal</u> for academic journal articles
  OR **Off Campus?** Databases: Reference AGent Search to search multiple databases at once NEW IN PRINT: new BOOKS or JOURNALS Datases: Images Login using AGent Database Search FIND E-JOURNAL TITLES View 2013 OCAD U E-Journal Portal ▶ <u>RefWorks</u> E-Journal Port
  OR STUDENT PORTAL LOGIN username/ E-Journal Sea Create Inter-Library SUBJECT GUIDES password Please enter your OCAD Username and Password below. Liberal Arts &
  Art Guide
  Design Guide OCAD U RACER Policy
  and Guide jc02xy (example: smithk, jc02xy, jdoe) Username \*\*\*\*\*\* Password Submit
  - Complete ILL registration page: use any email account that you want. It does not have to be your OCAD email account.

### Requesting an Inter -Library Loan

- 1. go to OCAD website
- 2. click on the Library link
- select Inter-Library Loans Request found under Library Tools
- 4. Log in using:
- Login is the 14-digit id number from your OCAD card.
- Password you create yourself (please remember it)
- Your Library is OCAD



#### **RACER End User Registration Form**

Interlibrary Loan / Document Delivery services have moved to a new system!

- As a result, this one-time registration is required before you can submit interlibrary loan / document delivery req Who should fill out this form?
- All currently registered faculty, students, and staff who want to use interlibrary loan / document delivery s
- There may be restrictions on who may register for these services. If you are not sure if you are eligible, p

University:	Ontarie College of Art and Design
Patron Location:	Dorothy H. Hoover Library
Choose the department you belong to:	Choose a Department
University ID:	Enter your 14 digit barcode number. For example: 23390/00099999
First Name:	
Last Name:	
	Check if no e-mail
E-mail Address:	Enter the address that you check most often. Enter full address (Example: joesmth@hotmail.com)
Confirm E-mail Address:	
Choose the group you belong to:	Choose a Group
Contact Information (if it is necessary	to contact you):
Phone Number:	
Password:	Note: Password must be at least 6 characters in length
Confirm Password:	
	Submit Reset

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