Nipissing University Libraries Canadore College

How do I request an interlibrary loan?

www.eclibrary.ca

Interlibrary Loan Service is Offered Online Through RACER

RACER allows you to request items *not owned* by the Library, including books, book chapters and articles.

Before placing requests, please check the *Catalogue* for books, or *Journals by Title* for journals.

DVDs and videos cannot be requested through RACER. Please email your DVD and video requests to ill@nipissingu.ca at least 2 weeks ahead of the date needed.

Creating a RACER Account

Go to http://www.eclibrary.ca and select *Interlibrary Loan.*

Click on *Create a RACER account.*

If you are off-campus, you will be asked to log in:

- Nipissing patrons – use your WebAdvisor login.
- Canadore patrons – use your student, faculty, or staff number and your birthdate (mmddyy).
- Alumni, PALS and community members must be in the Library to create a RACER account.

Complete the RACER Registration Form.

- *University ID* is the number on your Canadore or Nipissing student, faculty, staff, or alumni card, or your PALS or community members library card.
- Create a password between 6 and 20 characters.

Using RACER to Locate Books and Articles

Log in to your RACER account. Choose Nipissing as your library. If you forget your password, please contact the Interlibrary Loan Office.

The Advanced Search is recommended.

- Books - search by Title or ISBN.
- Articles - enter the journal name in the Title field (not the article title), or search by ISSN.
- Use quotes for exact phrases. Do not use abbreviations.

Search Results

Click on a title or *Details* to ensure it is the item you want, then click on “Get it!” A *Request Item* form will appear.

Place only one request per item. Where you find the item is not important.

Request Item Form

Complete all blank required fields (some fields will already be filled out for you).

Item not needed after does not usually need to be changed, as most items arrive in 1 to 3 weeks.

Pickup Location - choose “Nipissing Harris Learning Library”, unless you are a distance education student or distance faculty.

Can't Find What You Need in RACER?

Change the *Current Profile* (Canadian Research Libraries is recommended), OR

Complete a *Blank Request Form* (see menu on the left).

- Under *Format* select the type of item required.
- Select *Loan* for a book or *Copy* for an article.
- Fill in all required fields.

Changed Your Mind?

If you decide that you don't need a requested item, please cancel your request as soon as possible through your *My Requests* list, or contact the Interlibrary Loan Office.

Check Your Email

You will be notified by email when your interlibrary loan is available, if more information is needed, or your request has been cancelled.

Most articles requested through interlibrary loan will be emailed directly to you.

Check the status of your requests at any point by logging in to your RACER account.

Retrieving Your Interlibrary Loans

Books

- Bring your Canadore or Nipissing student, faculty, staff, or alumni card, or your PALS or community members library card to the Circulation Desk to sign out your interlibrary loans.
- Books are usually due 3 weeks from the date received at the Library (not the date picked up).
- There are no renewals.

Articles

- Most articles will be sent to you by email; otherwise a paper copy can be picked up at the Library.
- You may access an electronic article by the link provided up to 5 times, and print it once.
- You have 14 days from the date of the email to open the link.
- Adobe Reader 6 or higher must be installed on your computer.

Copyright Policy

Interlibrary loan items are provided to you solely for the purposes of research, private study, review, or criticism.

Copying, scanning, faxing, transmitting, or otherwise making and distributing copies of interlibrary loan materials are ***not*** permitted.

Cost

Most interlibrary loans are free. If there is a charge, you will be notified before your request is placed.

Items borrowed from:

- Libraries outside of Canada - $30
- Institutions not covered by reciprocal borrowing agreements - $20

Other fees:

- Books not picked up by the due date - $5/item
- Removal of book bands - $5/item
- Late books - $2/item/day

Need Help?

Contact:	Interlibrary Loan Office 705-474-3450 ext. 4135 ill@nipissingu.ca	OR	Library Info Desk 705-474-3450 ext. 4221 info@eclibrary.ca