

Request Item Form

- Complete any blank required fields.
- **Item not needed after** defaults to 2 months from the date of your request. It is not usually necessary to change this as most items arrive in one to three weeks.
- **Pickup Location:**
 - **Distance education students and faculty** - choose "Nipissing-Distance Education".
 - **All other users** - select "Nipissing Education Centre Library".

Changed Your Mind?

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

Can't Find What You Need in *RACER*?

If you can't find the item you need, you can:

- Select different libraries to search, or
- Change the "Current Profile" (Canadian Research Libraries is recommended), or
- Complete a **Blank Request Form** (link on the left menu bar).
 - Under **Format** select the type of item required (not DVDs or videos)
 - Select "Borrow" for a book or "Photocopy" for an article.
 - Fill in any blank required fields.

Please Check Your Email

You will be notified by email when:

- your item has arrived,
- more information is needed, or
- your request has been cancelled.

When Your Interlibrary Loan Arrives

- Pick up your requested materials at the Circulation Desk.
 - There is a \$5 charge for items not picked up.
 - Bookbands **MUST** be left on books. There is a \$5 charge if removed.
- **Books** are usually due 3 weeks from the date received at the Library (not the date you pick them up)
 - There are **NO RENEWALS**.
 - It is your responsibility to return books on time. Fines are \$2 per day (including weekends).
- **Articles** are yours to keep.

Requesting DVDs and Videos

DVDs and **videos** can be requested by emailing ill@nipissingu.ca at least **2 weeks ahead** of the date needed. These items cannot be requested through *RACER*.

Cost

The Library covers the cost of most interlibrary loans so there is no charge to patrons. Additional charges will apply to the following:

- Items from outside of Canada: \$30
- Items from Canadian institutions not covered by reciprocal borrowing agreements: \$20

You will be notified before your request is processed if these charges apply, so that you can accept the charges or cancel your request.