



RACER rapid access to collections by
electronic requesting

@ 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

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?

1. go to OCAD website
2. click on the Library link
3. select **Set-up Inter-Library Loan Account** found under **Library Tools**

Off Campus?
Login using 14 digits from the barcode on OCAD ID card

The screenshot shows the OCAD Library website. The navigation menu includes: ABOUT OCAD, STUDENTS, PROSPECTIVE STUDENTS, ALUMNI, FACULTY, ACADEMIC PROGRAMS, RESEARCH, and LIBRARY. The LIBRARY link is highlighted. Below the menu, there are links for 'Library Catalogue', 'Course Reserves', 'Renew Books My Account (Policy)', 'Agent Database Search', 'Databases: A-Z', 'Databases: Reference', 'Databases: Images', 'OCAD Periodicals A-Z', 'RefWorks', and 'Set-up Inter-Library Loan Account'. The 'Set-up Inter-Library Loan Account' link is circled. Below the navigation is a section titled 'IN THE SPOTLIGHT' featuring an 'OCAD STUDENTS' survey and 'NEW DATABASES'. To the right, there is a 'Sample Student Card' for the Ontario College of Art & Design, located at 100 McCaul Street, Toronto, ON M5T 1W1, with phone number (416) 977-6000. The card displays the ID number 1234567, Full Time status, and an Expiry Date of 09/09/2010. A barcode is shown at the bottom of the card with the number 23312345678900 circled.

4. 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
3. 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

The screenshot shows a 'Sign-in' form with fields for 'Login:', 'Password:', and 'Your Library:' (with a dropdown menu). There are buttons for 'first time users', 'guest access', and 'SUBMIT'.

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 request.

Who should fill out this form?

- All currently registered faculty, students, and staff who want to use interlibrary loan / document delivery services
- There may be restrictions on who may register for these services. If you are not sure if you are eligible, p...

University:	Ontario 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: 2339000099999
First Name:	
Last Name:	
	<input type="checkbox"/> 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:	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	