



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 top navigation bar includes: ABOUT OCAD, STUDENTS, PROSPECTIVE STUDENTS, ALUMNI, FACULTY, ACADEMIC PROGRAMS, RESEARCH, and LIBRARY. The LIBRARY link is highlighted with a red box. Below the navigation bar, there are several menu items under 'LIBRARY TOOLS', with 'Set-up Inter-Library Loan Account' highlighted by a dashed line. A 'Sample Student Card' is shown with the following details:

- ONTARIO COLLEGE OF ART & DESIGN
- 100 McCaul Street, Toronto, ON M5T 1W1, (416) 977-6000
- Sample Student Card
- 1234567
- Full Time
- Expiry Date: 09/09/2010
- Barcode: 23312345678900

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 'Sign-in' form has two tabs: 'first time users' and 'guest access'. It contains fields for 'Login:', 'Password:', and 'Your Library:' with a dropdown menu. A 'SUBMIT' button is at the bottom.

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"/>	