



# Interlibrary Loans

OCAD University, as a member of the Ontario Council of University Libraries, is part of RACER/VDX (Rapid Access to Collections by Electronic Requesting), an electronic system that allows users to search library catalogues primarily, and request materials. Interlibrary loan/document delivery (ILL/DD) services provide access to books and journal articles not available at the OCADU Library.

## Availability of Materials

Materials requested from other libraries on loan or in photocopy, are subject to any restrictions placed on the items by the lending library. Materials requested from OCAD University may not include:

- Rare or valuable materials
- Material deemed in fragile condition
- Material in high demand
- Material classified as non-circulating
- Any DVD or videocassette recordings
- Archival material

## Interlibrary Loan Users

Any faculty or staff member employed at OCAD University, or any student currently enrolled at the University has access to Interlibrary Loan/Document Delivery services. Individuals holding special membership cards are not eligible for ILL/DD services.

## ILL User Responsibilities

All ILL users are subject to the circulation policies of the lending library. Undergraduate ILL users cannot have more than nine (9) ILL items in process at any one time. ILL users are expected to return all borrowed material by the due date. Overdue items are subject to fines of \$1.00 per item per day. Patrons who do not pick up books or journal articles requested through RACER will be fined \$5.00 per item. Users who frequently return ILL materials late may have their ILL/DD privileges suspended. The Library will subsidize charges for ILL/DD requests made by graduate students and faculty outside of Canada.

## ILL/DD Requests

Users may request journal articles through RACER; however the journal volumes themselves are not available for loan. The loan period for books is usually three weeks with no renewals, but institutions vary in their policies regarding length of loan period. Also, the lending library might place special conditions on loaned material stipulating that the material cannot leave the library, for example. Institutions may also recall an item before the full loan period has expired. Items that cannot be requested through interlibrary loan include: videos, DVDs and CDs, rare books, reference books and other non-circulating materials.

Electronic books (ebooks) and other electronic documents cannot be requested through RACER.

## Procedures for ILL/DD Requests

Users should first check to see whether the needed materials are available at the OCAD U Library. Do not request items held by the Library; instead, place a hold on the title (using "Request Item" button). If the item is not listed in the library catalogue, users may connect to the RACER/VDX system by first registering and completing an End User Registration form. Once registered, users should search through the combined library catalogues for needed material and then send a request via RACER. Users may also fill out a blank online request form if preferable. Requests will be rejected or delayed if the information entered is incomplete or incorrect. Users will be notified by email when the requested material has arrived. If no notification is sent, please confirm your email address with ILL staff. Status of a request can also be checked through an end-user RACER account.

For any questions concerning **interlibrary loan** and **document delivery** services:

- [raceradmin@ocadu.ca](mailto:raceradmin@ocadu.ca)
- 416 977-6000 ext. 343

For questions about **films, DVDs and other media**, please contact Janice Perrin::

- [jperrin@ocadu.ca](mailto:jperrin@ocadu.ca)
- 416 977-600 ext. 254