

**Requesting Electronic Delivery of Library Materials
(Book Pages and Print Journal Articles)**

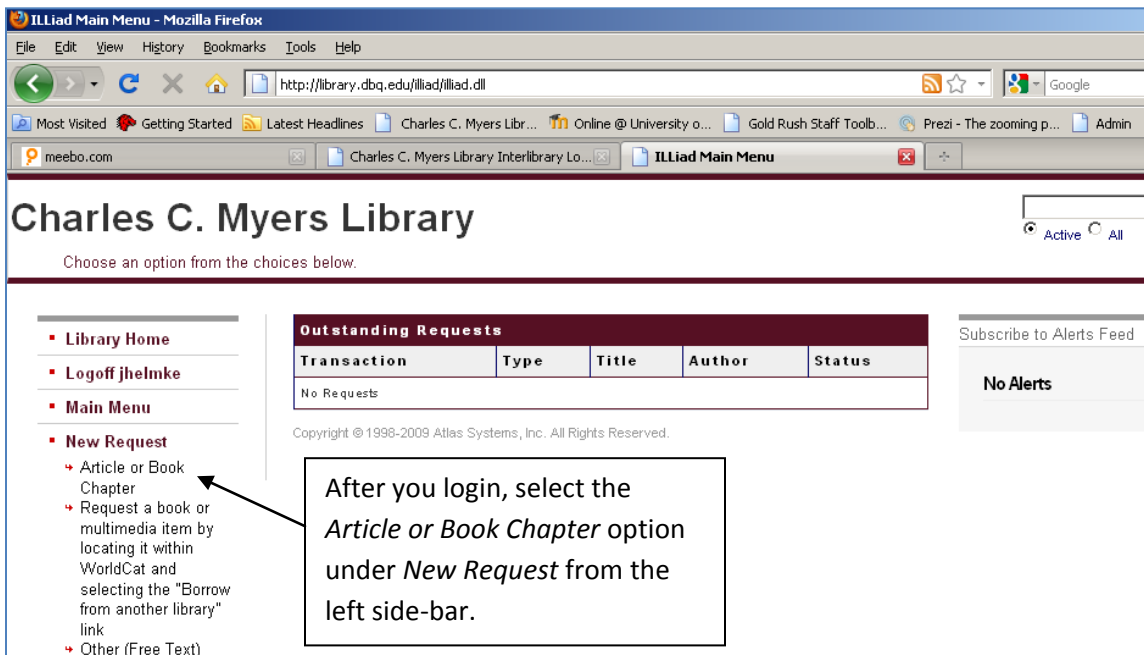
For distance education students, library staff will scan and electronically deliver limited portions of books we own as well as articles from journals we own in print. We use the library's Interlibrary Loan system (ILLiad) to provide pdfs of requested materials for you.

Submitting Requests

Log on to ILLIAD through the link at: <http://www.dbq.edu/library/InterLibLoan.cfm> (also linked from the library's website under More). Use your university network username and password.



Log in using your UD network ID & password.
Don't know it? Contact the Technology Helpdesk at (563) 589-3737.



After you login, select the *Article or Book Chapter* option under *New Request* from the left side-bar.

Need help? Ask a Librarian! <http://www.dbq.edu/Library/AskUs.cfm>

Last updated 1/13/11.

Fill in the required fields (marked with an asterisk) along with the author, including as much information as you know about the item. This will help the library get the needed material to you. See the sample form:

Article or Book Chapter Request

Enter information below and press the "Submit Request" button to send.

Describe the item you want

*Title (Journal or Book)
Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number or Designation

Month

*Year

*Inclusive Pages

ISSN/ISBN (International Standard Serial/Book Number)
If given will speed request processing

Call Number

OCLC or Docline UI Number

Article or Chapter Author

*Article or Chapter Title

Give the title of the book.

Be specific with the pages that you need. If you don't know, request the index first.

Type in the call number and name of the author if you know them.

Type in the chapter or article title. If it is not a specific chapter or is not in English, provide notes.

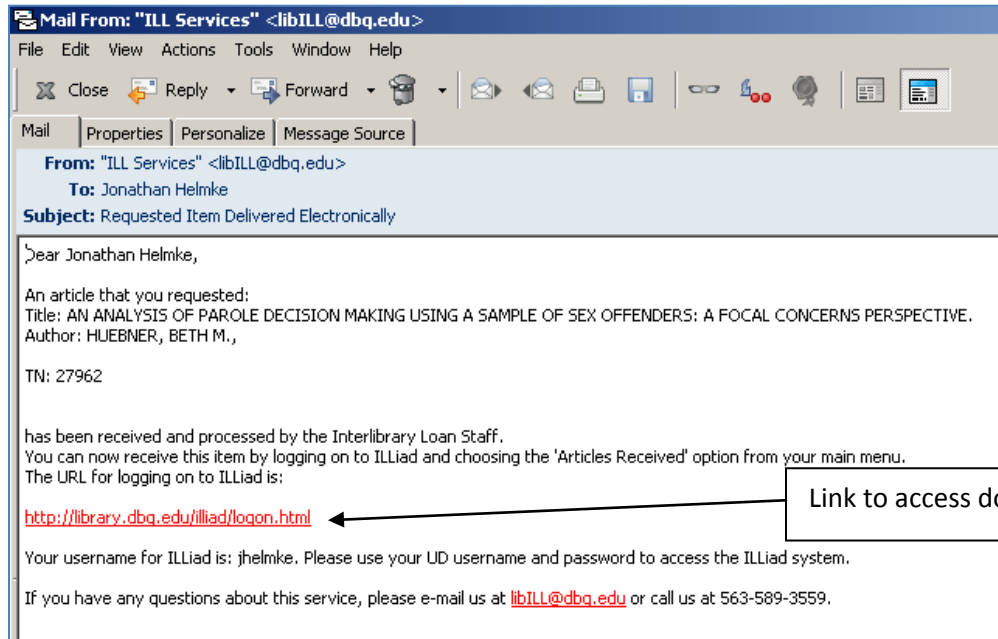
When finished completing the request form, click on *Submit Request* at the bottom of the form.

Pages where the item is cited.

Submit Request Clear Form Cancel - Return to Main Menu

Receiving Requested Documents

You will receive an e-mail in your UD email once the document is posted on your ILLIAD account. Click on the link in the e-mail and follow the instructions provided to access the document. This is same service you used to request the items.



Link to access documents



Logon with your UD Network Username and Password, just as before.

Charles C. Myers Library

Choose an option from the choices below.

- Library Home
- Logoff jhelmke
- Main Menu
- New Request
 - Article or Book Chapter
 - Request a book or multimedia item by locating it within WorldCat and selecting the "Borrow from another library" link
 - Other (Free Text)
- View
 - Outstanding Requests
 - Articles or Book Chapters Received
 - Books Checked Out or To Renew a Book
 - Cancelled Requests
 - Request History

Select Articles or Book Chapters Received under View.

Outstanding Requests				
Transaction	Type	Title	Author	Status
No Requests				

Copyright © 1998-2009 Atlas Systems, Inc. All Rights Reserved.

Charles C. Myers Library

Click on a link below to download or view.

Find your request and click on the PDF Symbol (View) to view the PDF copy of your entry.

- Library Home
- Logoff jhelmke
- Main Menu
- New Request
 - Article or Book Chapter
 - Request a book or multimedia item by locating it within WorldCat and selecting the "Borrow from another library" link

Articles posted to this page will remain accessible by the requestor for **30 days from the date of posting**. If, prior to this time, you no longer require the use of an article, you may delete it using the "Delete" link to the right of the article information.

In the event that you accidentally delete an article from this web page, you may undelete articles or e-mail us at libLL@dbq.edu to have them reset.

Articles Received						
Transaction	View	Size	Title	Author	Expires	Delete
23134	View	380.40 KB	Air traffic management.: The mother of all privatizations.	Crichton, John	4/20/2010	Delete
23868	View	3.05 MB	Archiv fu'r Reformationsgeschichte. Archive for reformation history.: The Scots Confession 1560 : context, complexion and critique.	Hazlett, Ian	5/28/2010	Delete