

Title: “Document Delivery for Distance Students”

Content: library services, document delivery, interlibrary loan, Get It At Dal, document delivery request form, book, journal, microform, audio and visual

Screen shot	Script
<p>Title Shot</p> <p>Document Delivery homepage (& jpgs of materials?)</p>	<p>The Dalhousie Document Delivery Service, previously known as Interlibrary Loans, supports the teaching, research and learning needs of Dalhousie faculty and students by obtaining materials *not* held at Dalhousie or the other Novanet libraries.</p> <p>Books, copies, microform, audio and visual materials can be obtained from almost anywhere in the world using the Document Delivery Service. And Document Delivery also allows libraries world-wide to have access to Dalhousie’s collections.</p>
<p>Dalhousie Library Homepage</p> <p>PDF of Dal ID Card</p> <p>Click on Services Click on Distance Services</p> <p>Click on Dal ID card registration link. Highlight ASIN card section</p> <p>Call out box to check.</p> <p>Call out link</p>	<p>As a distance Student there a couple extra steps you have to take before requesting an item from Document Delivery.</p> <p>You must make sure your library card is registered with the Library. You can do this online.</p> <p>Under Services, click on Distance Services.</p> <p>This page gives you lots of information about how to use the library as a distance student.</p> <p>This link will take you to the online registration form for your library card.</p> <p>While you are registering make sure you click YES for an ASIN card. The ASIN or (ATLANTIC SCHOLARALY ETC..) lets you borrow directly from almost any Canadian university library. As you can imagine, the ASIN card is very helpful for Dalhousie distance students who don’t live near Dalhousie or any other Novanet Library, but DO live near another Canadian University Library.</p> <p>There’s more information about the ASIN card if you follow this link.</p>
<p>Back to Distance Services Click on Delivery of Materials</p> <p>Open “Live in Canada... etc” highlight sections</p>	<p>Under distance services, you will see the delivery of materials link.</p> <p>On this page you will find information about how to request items. The service you use will be determined by whether you live close to a Novanet Library and whether the item you need is listed in Novanet.</p> <p>For example... if you live close to a Novanet Library and the item you need is listed in Novanet you would click on the second option for information on how to request material. You can request itmes using Novanet Express OR Document Delivery depending on the type of material you need.</p> <p>If you don’t live near a Novanet library, select the “option that refers to you. You’ll still be able to request items, but not through Novanet Express. You will have to use the Document Delivery service.</p> <p>There are restrictions on the type of material that can be delivered OUTSIDE of Canada. Check this chart.</p>
<p>Document Delivery webpage Fade in Get It At Dal button</p>	<p>In addition to accessing the document delivery request forms directly formthe distance pages, there are two other ways to access the document delivery request forms. Directly through the document delivery webpage....</p>

Fade out	...or by using the Get It At Dal button that links your database search results to the Document Delivery request form. This tutorial will demonstrate both.
Library Homepage and click on Services	When you know the exact item you would like to request you can do so by directly accessing the document delivery request form.
Point to Document Delivery link	On the library homepage there is a direct link to the document delivery homepage,
Click on Services	you can also click on services, then “request material from other libraries” both will take you to the document delivery homepage.
Click on Request Material...	
Zoom into heading.	For details about document delivery methods and fees, click on information.
Click on information and scroll and zoom to “no charge”	There is no charge for document delivery for registered distance students.
Transition back to Click on “Request Form” under “Dalhousie Distance...”	Click Request Form under the appropriate heading.
Student ID JPG	You will be prompted to enter your library barcode and password. Your library barcode is the 14 digit number on your Dalhousie ID. Your pass word is the last four digits of your phone number registered with the library.
Select a function.	Select the Copy/Article function if you are requesting a copy of a journal or magazine article or a chapter from a book. Select the Loan/Book function if you want to borrow an entire book or an audiovisual item.
Click Submit.	And click submit.
Request form for BOOK highlight needed book info.	Fill in as much information as possible on this form. For books you should enter the author, title, publisher, place of publication and date
Highlight needed article info in another colour.	For a copy of an article, as well as the journal title, you will also need to enter article details such as the title and author of the article and the volume number and the page numbers. The more information you enter the more accurate your request will be and the faster it can be processed.
Scroll down to Delivery Method call out “pick up location”	Now enter some delivery details. For books, audio visual and microform items the default will be “PICK UP” from the Dalhousie Library at which you registered for library services. But because you are a distance student, you have to change the delivery method to courier, and make sure your address is correct.
Transition to Powerpoint that demonstrates Email link as default and PDF link.	Email link is the default delivery method for copies. The item will be emailed to your Dalhousie email account as a PDF link. It will look like this in your inbox.
Transition back to	To complete the request check the copyright agreement and click Request.

<p>request form. Click Request.</p> <p>Transition to email confirmation.</p>	<p>A confirmation number will appear on the screen and will also be emailed to you.</p>
<p>Transition back to request form. Highlight tabs.</p> <p>Click“Query/Cancel Requests”</p>	<p>You can review requests in a variety of ways using these tabs at the top of the request form. You can look at requests that are in progress, view all of your requests...</p> <p>or with the query option, there are several ways to <i>*search*</i> for requests including by author, title keyword or confirmation number.</p>
<p>Transition to “Canadian Botanical Specimens...” citation zoom to Get It At Dal button.</p> <p>SFX window. Call out electronic results area and Novanet area</p> <p>Click Go and open Relais Access window.</p> <p>Zoom into pre-populated form</p> <p>Jpg of book on a scanner.</p> <p>Jpg of world map.</p> <p>Jpg of Purolator bag or box.</p> <p>Jpgs of items, microform, books.</p> <p>Jpg of blue wrapper on book</p>	<p>Another way to take advantage of the Document Delivery Service is via the Get It At Dal links that appear in your database and prowler search results. When you have found an item you’d like, click the Get It At Dal found in the citation.</p> <p>This screen shows the access options for the item. If the item is <i>*not*</i> available electronically and is <i>*not*</i> listed in the Novanet catalogue, you <i>*can*</i> still request the item using the Document Delivery service.</p> <p>Click Go beside the Document Delivery heading and login to the form.</p> <p>The citation information will be automatically entered into the form... from here the rest of the instructions are the same as before.</p> <p>The delivery time varies depending on the type of item you are requesting the location of the supplying library and the delivery method.</p> <p>Articles usually take 1 to three business days, books can take three days to one month. Books are sent to you by courier.</p> <p>The due dates may vary. Usually they are three weeks, but a blue wrapper around the item will indicate the date the item needs to be back to Dalhousie Libraries.</p> <p>Dalhousie does not cover the cost of returning items. You are responsible for the return of books and audio and visual materials by the due date.</p>
<p>End shot</p>	<p>This has been a brief introduction to Document Delivery services for Distance Students.</p> <p>If you need any other assistance please see our Ask Us page where you can chat with a librarian online, or see a list of other contact information.</p> <p>You may also want to view some of our other libcasts on doing library research.</p>

<p>Production Details:</p>	<p>Checklist:</p>
-----------------------------------	--------------------------