

Libcast
Basic Storyboard

Title: "Document Delivery"

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 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>Get It At Dal button</p> <p>Student ID jpg</p>	<p>Although different types of users can take advantage of the Document Delivery Service, this libcast will deal with requests made by Dalhousie Faculty, Staff and Students.</p> <p>There is no charge for document delivery for Dalhousie Faculty, Staff and Students including registered distance students. But in order to use this service you must register your DalID card with the circulation desk of any Dalhousie library.</p>
<p>Picture of homepage with url on the top, and honing in on box. Type in a search (environment or bicycles? Maritime?)</p>	<p>There are three ways to access the Document Delivery request form. First, using the "catalogue and beyond" box on the libraries' homepage. After completing your search, you may find an item that has no Dalhousie holdings that you would still like to get! This is when these orange buttons become important. You may have both a <i>Dal Novanet</i> and a <i>Document Delivery</i> link provided. Although you can use either to request the item, this catalogue includes holdings from thousands of libraries worldwide, so you may often only have the Document Delivery Request Link (Get right name). This libcast describes only the Document delivery process. If you would like more information about the Novanet Express service, check out our intro to NovaNet express LibCast.</p>
	<p>Clicking on the document delivery link will take you to the document delivery login. You will be prompted to enter your library barcode and password. Your library barcode is the 14 digit number on your Dalhousie ID. Your password is normally the last four digits of your phone number registered with the library, unless you have changed your password in Novanet. Login and click "submit."</p>
	<p>The citation information for the item you want will be automatically entered into the form. Add any notes in the notes field. For example, if you need only this particular edition of the item you could indicate that here.</p>
<p>Blur out everything but the Dalhousie Locations when you show the pickup window.</p>	<p>Books, audio visual and microform items will have a default pick-up location of the Dalhousie Library at which you registered.</p> <p>If you would like to pick the item up from a different Dalhousie library you can select the location from the drop down list. Document Delivery items may only be picked up from and returned to a Dalhousie Library. You will be emailed a notification when your item has arrived.</p>

	<p>Email link is the default delivery method for copies.</p> <p>The request will be emailed to your Dalhousie email account as a PDF link. It will look like this in your inbox.</p> <p>To complete the request check the copyright agreement and click Request.</p> <p>A confirmation number will appear on the screen and will also be emailed to you.</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 *search* for requests including by author, title keyword or confirmation number.</p>
METHOD TWO	<p>The second way to take advantage of the Document Delivery Service is via the Get It At Dal links that appear in your database and prowl search results.</p> <p>When you have found an item you'd like, click the Get It At Dal button found in the citation.</p> <p>This screen shows the access options for the item. Please check for electronic access before selecting the Document Delivery Option. If you would like more information about the other options, check out our Get it @Dal LibCast.</p> <p>Click <i>Go</i> beside the Document Delivery heading to access the form. Login as described earlier. The citation and delivery information will be automatically entered into the form, the same way as it is from the catalogue search. Check the copyright agreement and click request.</p>
	<p>The third option for accessing the document delivery form is directly through the Library Homepage. This is the best option when you know the exact item you would like to request. On the library homepage there is a link to the document delivery homepage. You can also click on services, then "request material from other libraries." Both will take you to the document delivery homepage.</p>
	<p>For details about document delivery methods and fees, click on information. For access to the login form, click on request form. Login as before.</p> <p>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.</p> <p>Fill in as much information as possible on this form. For books you should enter the author, title, publisher, place of publication and date</p> <p>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.</p> <p>The more information you enter the more accurate your request will be and the</p>

	<p>faster it can be processed.</p> <p>Make sure that your default location is actually the Dalhousie Library where you want to pick up your item. Articles will be delivered electronically. Check the copyright agreement and click request. .</p>
	<p>Delivery times vary depending on the type of item you are requesting, the location of the supplying library and the delivery method. Articles usually take 1 to three business days, books can take three days to one month.</p> <p>There may be some restrictions on the item's use, for example some books, audio visual and microform items may be in-library use only. And due dates may vary, usually they are three weeks, but a blue wrapper around the item will indicate the date the item is to be returned. It is important that you do not remove the blue wrapper.</p> <p>Items may be returned to any Dalhousie library circulation desk.</p>
End shot	<p>This has been a brief introduction to the Document Delivery service, one of the many tools Dalhousie Libraries provides to help you research and learn effectively.</p> <p>If you need any other assistance please contact one of our reference desks or get online assistance with our LiveHelp service.</p> <p>You may also want to view some of our other libcasts on doing library research.</p>

<p>Production Details:</p> <ul style="list-style-type: none"> - Length – 5:01 - Html – 21.66 MB - WMV – 5.42 MB - M4V - 12.63 MB 	<p>Checklist:</p> <p><input type="checkbox"/></p>
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