



## 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
- **What about material that the Library owns but is currently checked out?** Do not request items held by the Library; instead, place a hold on the title by selecting the "Request Item" button from the library catalogue.

**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 OCAD U username/password

### STUDENT PORTAL LOGIN

Please enter your OCAD Username and Password below.

**Username**  (example: smithk, jc02xy, jdoe)

**Password**

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

### 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, please contact the Reference Librarian.

<b>University:</b>	Ontario College of Art and Design
<b>Patron Location:</b>	Dorothy H. Hoover Library
<b>Choose the department you belong to:</b>	Choose a Department
<b>University ID:</b>	<input type="text"/> <small>Enter your 14 digit barcode number. For example: 2339000099999</small>
<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
	<input type="checkbox"/> Check if no e-mail
<b>E-mail Address:</b>	<input type="text"/> <small>Enter the address that you check most often. Enter full address (Example: joesmith@hotmail.com)</small>
<b>Confirm E-mail Address:</b>	<input type="text"/>
<b>Choose the group you belong to:</b>	Choose a Group
<small>Contact Information (if it is necessary to contact you):</small>	
<b>Phone Number:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/> <small>Note: Password must be at least 6 characters in length</small>
<b>Confirm Password:</b>	<input type="password"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	