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.
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

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

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