The Ontario College of Art and Design is a member of the Ontario Council of University Libraries and as such, is part of RACER/VDX (Rapid Access to Collections by Electronic Requesting), an electronic system that allows users to search library catalogues primarily, and request materials. Interlibrary loan/document delivery (ILL/DD) services provide access to books and journal articles not available at the OCAD Library. Journal articles are usually sent and received electronically via Ariel, and are printed out for use by requesters.

**Availability of Materials**

Materials requested from other libraries on loan or in photocopy, are subject to any restrictions placed on the items by the lending library. Materials requested from the Ontario College of Art and Design may **not** include:

- Rare or valuable materials
- Material deemed in fragile condition
- Material in high demand
- Material classified as non-circulating
- Any DVD or videocassette recordings
- Archival material

**Interlibrary Loan Users**

Any faculty or staff member employed at the Ontario College of Art and Design, or any student currently enrolled at the University has access to Interlibrary Loan/Document Delivery services. Individuals holding special membership cards are not eligible for ILL/DD services.

**ILL User Responsibilities**

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**Procedures for ILL/DD Requests**

Users should first check to see whether the needed materials are available at the OCAD U Library. Do not request items held by the Library; instead, place a hold on the title (using “Request Item” button). If the item is not listed in the library catalogue, users may connect to the RACER/VDX system by first registering and completing an End User Registration form. Once registered, users should search through the combined library catalogues for needed material and then send a request via RACER. Users may also fill out a blank online request form if preferable. Requests will be rejected or delayed if the information entered is incomplete or incorrect. Users will be notified by email when the requested material has arrived. If no notification is sent, please confirm your email address with ILL staff. Status of a request can also be checked through an end-user RACER account.

For any questions concerning **interlibrary loan** and **document delivery** services:

- raceradmin@ocadu.ca
- 416 977-6000 ext. 343

For questions about **films, DVDs and other media**, please contact Janice Perrin::

- jperrin@ocadu.ca
- 416 977-600 ext. 254