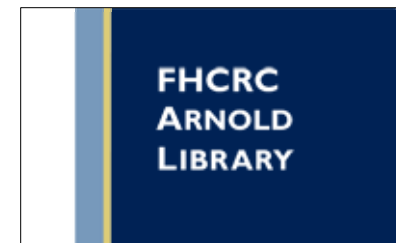


Interlibrary Loan: Guide to Document Delivery

For questions or more information about
document delivery, please contact:

Alison Nobis
library@fhcrc.org
Phone: 667-6852
Fax: 667-4737



General Information

Looking for a book or journal article not found in the Arnold Digital Library's collection? Use the Interlibrary Loan services available to FHCRC and SCCA faculty and staff to obtain the documents you need.

Before ordering, please check the Arnold Digital Library catalog or online List of Journals to see if we own the item:

http://www.fhcrc.org/science/shared_resources/library/resources/.

The library offers in-house photocopy service of items we own. Submit the citations you would like photocopied, and library staff will use the budget number you provide to make the photocopies. In-house photocopies will be delivered via interoffice mail within 2-4 days.

Turnaround Time & Cost

Regular turnaround time is approx. 3-7 days for articles and 7-10 days for books (depending on location of lending library.)

We do not charge for obtaining materials outside FHCRC.

RUSH Delivery

RUSH delivery is reserved for clinical emergencies, grants/presentations due within 24hrs, or if material is needed prior to leaving town within 24hrs. Email RUSH requests to: library@fhcrc.org and follow up with a phone call to ext. 6852. Verbal confirmation from the Interlibrary Loan technician is required to secure RUSH status. RUSH requests are subject to the availability and response of the lending library and can usually be obtained within one working day. Every effort will be made to supply a RUSH request within the shortest time possible. RUSH service is available M-F 9-5. Please use this service with discretion.

Options for Submitting Requests

- 1) Paper form located at the circulation desk in the library.
- 2) Online form located at:
http://www.fhcrc.org/science/shared_resources/library/services/
- 3) Send an email to: library@fhcrc.org with complete citation and contact information (a good option to use for cut & paste citations or multiple requests.)
- 4) Loansome Doc in PubMed:
 - Send articles you wish to order to the clipboard.
 - Choose the order option.
 - First time users will register creating their own username and password.
 - When prompted at the beginning of registration to 'Enter the Library Identifier (LIBID) of your Ordering Library,' please enter WAUFHC.
 - After completing the initial registration form, future articles may be ordered by supplying your username and password.
 - By establishing a Loansome Doc account, you can keep track of materials ordered through Loansome Doc and check on the status of your requests.
- 5) Ordering in Ovid: (Medline, Cancerlit, Cinahl, PsycINFO)
 - Select citations by clicking in the box next to the citation.
 - Click on 'Citation Manager.'
 - Under the 'Action' buttons, choose 'Order.'
 - Complete the information form with your name, mailstop, etc.
 - Click 'Continue' and complete the delivery information.
 - Click 'Order items.'
 - After accepting the copyright terms, your request will be sent.

Delivery Options

You may choose the delivery option at the time of request that works best for you- include with your submission whether you would like the article to be sent to you via interoffice mail, by fax, or if you prefer to pick it up in the first floor copy room of the Day Campus library.