

Document Delivery



Document Delivery is a service that provides access to print material in the Saint Mary's College Library for current faculty, staff, and graduate students. Distance learners who live 25 miles or more from campus may also use this service, as well as all patrons with disabilities.

For more information, contact the Interlibrary Loan department at ill@stmarys-ca.edu or call (925) 631-4840. Or visit <http://www.stmarys-ca.edu/library>.

How do I request document delivery?

First contact a reference librarian to verify that the material you need is not already available electronically in our collection. If the material is not available electronically, but we own it in print, submit a request through ILLiad. (ILLiad is the Library's online interlibrary loan database.) We'll take it from there.

REFERENCE: (925) 631-4624
askalib@stmarys-ca.edu

What can and cannot be requested?

Document delivery consists of articles, books, book chapters, and conference papers owned in print in the SMC Library's collection.

Copies of articles, book chapters, and conference papers will be delivered to your ILLiad account electronically. Generally copies are not mailed, but exceptions may be made for special circumstances.

Due to copyright restrictions we cannot copy entire issues of journals, proceedings, standards, books, etc. Please contact a reference librarian to find out if a library nearby has what you need.

Books are mailed via UPS. There is a limit of three books mailed per month. We will contact you for your mailing address. Books borrowed from other libraries cannot be mailed. Fragile items may be excluded from this service at the Library's discretion. Books usually arrive within a week. The patron is responsible for return insured shipping of borrowed items. We will include a mailing label.

Who is eligible for this service?

All current SMC faculty, staff, and graduate students may use document delivery. Distance learners who live more than 25 miles away from campus may also use this service, as well as all patrons with disabilities. We will make

exceptions on a case by case basis for others. Please contact us.

How do I get my requested items?

You are notified by email when articles and other scanned material become available for access. Please log into your ILLiad account and select *Electronically Received Items*.

Books are checked out to your regular library record (Albert) and sent via UPS, standard shipping, to your home. Books must be returned by UPS or by insured mail. You should renew your own books using your library record and return them by the due date to avoid billing fees.

How long does it take to get materials?

Articles are made available usually within 1-2 business days. SMC books will arrive at your home usually within a week.

How long can I keep books? Can they be renewed?

The loan period for SMC Library books is 4 weeks. Three renewals of 4 weeks each are allowed. However, after 2 weeks all loans are subject to recall. Contact the Library Circulation desk at (925) 631-4229 for more information.