

The Interlending and Document Delivery System will manage the history of your requests from the point of request, to delivery of the article electronically. Once you have logged into the system you may search various library catalogues and create requests for journal articles, book chapters and conference papers, held in the La Trobe Library collections and materials held in external libraries.

**** Please complete the 'Are you eligible for remote delivery?' form ****

To place a request, login to Document Delivery Services with your University Username and Password - <http://www.lib.latrobe.edu.au/document-delivery/>

Assistance with the username and password is available from studyhall@latrobe.edu.au or phone 9479 3694

Username:	<input type="text"/>	
Password:	<input type="password"/>	Login Help
Domain:	STUDENTS <input type="button" value="v"/>	<input type="button" value="Log On"/>

From the **Advanced Search** screen, enter title words as a phrase: quotation marks will refine your search.

Other search options include ISBN, ISSN etc. from the drop down menu.

Advanced Search

Field	Search Term	Operator	
Title	"journal of palliative care"	and	Details
ISSN		and	Details
Subject Heading			Details
Publisher			
Date			
Abstract			
Any			
ISBN			
ISSN			

Display: 10 records per page.

GO!






[Standard Search](#)

Search Results Appear: JOURNALS:

Save Details Get it!		
1. Journal of palliative care [electronic resource].	Date: 1985	Collection: La Trobe University
Save Details Get it!		
2. Journal of palliative care.	Date: 1985	Collection: National Library of Australia

If the journal title is held in hard copy, collect from the shelves. If the journal is held electronically, check the Library catalogue to retrieve the full text article. If the title is not held, click on **Get it** to place an order.


Search Results Appear: BOOKS:

Save  Details  Get it! 
2. The education of India : history and problems.
Date: 1952 Collection: National Library of Australia
Save  Details  Get it! 
3. The reconstruction of the curriculum of the elementary schools of India / by Thottungal Ninan Jacob.
Date: 1932 Collection: Library of Congress

If the book title is displayed, click on **Get It** and enter the chapter details as follows:

To Request the Item: Relevant details will automatically appear for the requested item.

Request Item



Please Choose Loan Copy Fair Dealing ▼

Title of Book:

Subtitle:

Author(s)/Editor(s):

Sponsoring Body:

Part Details

If you only require a copy of part of this item then please enter details here.

Author of Chapter/Article/Paper:


Title of Chapter/Article/Paper:

Date Published:

Volume/Issue:

Pages:

Publication Details



Books: all information will automatically appear in the request form. To request a chapter, select **Copy** and complete all relevant details. Please insert **0** in volume field, unless there is a particular volume required.

Journal articles: You will need to type in author, title of the article, volume, issue, year & pages. Please type volume & issue information. e.g. 24 (3)

Conference Papers: the conference proceedings will display, you will need to type in the author and title of the article, with volume and page numbers.

Click on the **Submit** button. An identification number will be assigned for your request

CREATE REQUESTS:

Sometimes you will be unable to locate a book, conference paper or serial from the available catalogues. The title may be obscure; it may not be available within Australia; it may be incomplete, or you may not have the full bibliographic details.

To create a manual request, click on the **Create Request** option, available from the left hand menu bar.

TRACKING YOUR REQUESTS: Click on *My Requests* under *My Account*

ILL Number:	48610
Title:	British journal of urology
Author:	British Association of Urological Surgeons.
Status:	Shipped
Authorisation:	To be Acknowledged
Need-by Date:	24 Oct 2003

ILL Number:	48605
Title:	Films in review.
Author:	National Board of Review of Motion Pictures (U.S.)
Status:	Not Supplied
Authorisation:	Check Manual
Need-by Date:	24 Oct 2003

ILL Number:	22753
Title:	Magistrats et sorciers en France au XVIIe siecle
Author:	Mandrou, Robert
Status:	Returned
Authorisation:	To be Acknowledged
Need-by Date:	30 Jun 2003

Requests can be sorted by Author, ILL Number, Title or Need by Date.

Click on **Go!**

A list of all your requests will appear.

Status messages will appear on each request to help you track the progress of your requests.

For further information or clarification on the status of your requests, please email docds@latrobe.edu.au or telephone 9479 2927.

Please allow 24 hours for a response to your email.

Please contact Document Delivery if you would like to archive some of your requests.

DOWNLOADING DOCUMENTS: An email alert will advise you when a document is available electronically. Please login and select *My Requests* from the left hand menu. Locate the relevant request, click on **View** and scroll down to the bottom of the record. A PDF file will link you to the document.

Your document will be available for 10 days only from the date of the first viewing!

For clarification of what can be requested, please consult the policy information available on the Document Delivery web page.
<https://www.lib.latrobe.edu.au/document-delivery/>

Information for Off Shore Students
<http://www.lib.latrobe.edu.au/document-delivery/offshore-help.php>

To cancel a request, or for further information, please contact Document Delivery staff as follows:

Complete the **Online Help** form, email docds@latrobe.edu.au or telephone 9479 2927 Monday to Friday between 8.30am – 5.00pm.