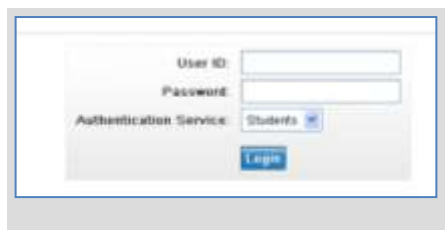


The Interlending and Document Delivery System will manage the history of your requests from the point of request, to delivery of the article electronically.

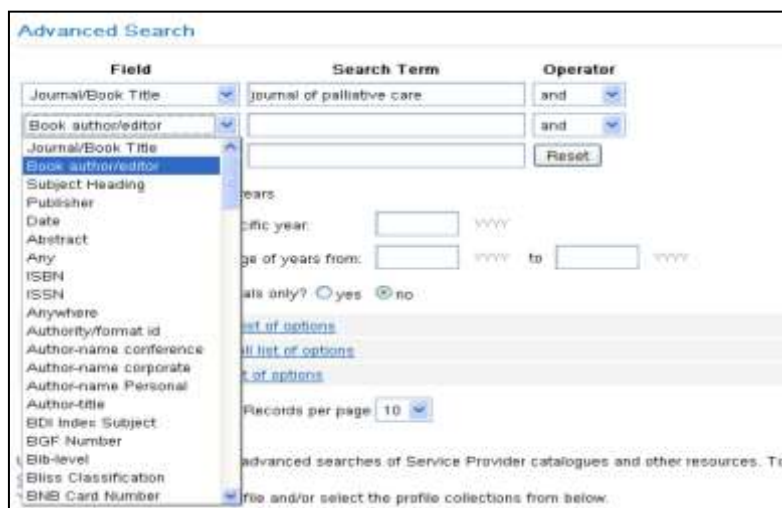
Once you have logged into the system you may search various library catalogues and request journal articles, chapters or conference papers.

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

Your University username and password can be found at the top of your Statement of Account.



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.



**Search Results Appear:**



If the journal is held electronically, check the Library catalogue to retrieve the full text article.  
 For journal titles held in hard copy, book chapters, conference papers or titles not held at any La Trobe Library, click on **Get it!** to place a request.

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

The screenshot shows a request form with the following sections:

- Request:** Service (Loan/Copy), Copyright Type, Title of Book (Vegetables for vitality), Subtitle, Author(s)/Editor(s), Sponsoring Body.
- Part Details:** A section with a red circle around the 'Author of Chapter/Article/Paper' field. Other fields include 'Title of Chapter/Article/Paper', 'Date Published' (2001, Projected Publication Date 2009), 'Volume/Issue', and 'Pages'.
- Publication Details:** Series title and numbering (Eat well live well), Publisher (Reader's Digest), Place of Publication (London), Edition, Item Description (148p. : ill. ill. , 25 cm.), ISBN (0275424287), ISSN, and LIPC.

**Book Chapters:**

Bibliographic information will be entered automatically.

To request a chapter, select **Copy** and complete all relevant Part Details.

**Journal articles & Conference papers:**

You will need to type in author, title of the article, volume, issue, year & pages.

Please type volume & issue information as eg: 24 (3)

Click on the **Request** button, **Accept** the Copyright Notification, **Request**.

An identification number will be assigned for your request.

**CREATE REQUESTS:**

Sometimes you will be unable to locate a book, conference paper or journal 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 and complete as much detail as known.

**TRACKING YOUR REQUESTS:** Under **My Account**, Click on **My Requests** for a list of your current requests.

The screenshot shows a 'Requests List' table with the following data:

ILL Number	Author	Title	Status	Date
1044074	Greenway, Katy	Mutton on a mountain	Shipped	03 May 2011
1044080	Song, Jacob and Denise	Reducing juvenile trauma: Childhood and Parenting Education Resources & Services	Pending	03 May 2011
1044089	Fitzsimons, Peter	Palovina	Received	28 Mar 2011

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

To view archived requests, check the 'Show everything' box.

**Status** messages on each request help you track the progress 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 the **PDF File** link and **OK** the Copyright Notification to open the document.

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

For clarification, *Services for Students on Placement* information  
is available at:

<https://www.lib.latrobe.edu.au/services/clients/placement.php>

For further information:

Contact [\*\*Document Delivery staff\*\*](#)

or

Complete the [\*\*Online Help\*\*](#) form.