

You can request books and articles not available in our collections from other university libraries. RACER is an interlibrary loan service that is available at no charge.

1. From the library website, under <u>Accessing Library Services</u>, click on <u>Interlibrary Loans</u>.



2. Click on Login to RACER to access the interlibrary loan system.



4. Login to RACER using the **Library Barcode** on your student card and the first 10 letters of your last name. Select **Guelph** as your library. Click on **Blank Request Form** to place a request.

Requesting from other Libraries: RACER



Scholars Portal RACER							
Search Standard Search	Search Ontario University Library Catalogues and more. Request copies of articles or loans of books and other materials.						
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My Account	Enter your User	ID and Pass	word and click on the butte	on to Sign-in.			
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My Requests	User ID:	Library	barcoue				
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Contact Us		Login					
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5. Select the format of the item you're requesting. Common types of requests include **Books, Book Chapters, Articles Printed** and **Articles Online**. Select the service, either loan (for books) or copy (for chapters and articles).

Request				
Format	Article printed/Article imprimé		-	
Service:	🔘 Loan 🔘 Copy			
Copyright Type:	Fair Dealing/Utilisation équitable-Access Copyright	•		

6. Fill in the required information for your request. Make sure the information is complete and correct. Select **Guelph-Humber** as your pickup location.

This item is not needed after:	11 OCT 2014	
Special Instructions:		
Pickup Location:	Guelph / Humber	

7. To check the status of your request or cancel pending requests click **My Requests** on the left side of the RACER screen.

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Delivery times vary for interlibrary loan requests. You will receive an email when the item is available. For article and chapter copies you will receive a scanned PDF.