

Requesting from other Libraries: RACER

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 [Using the Library](#), click on [Interlibrary Loans](#).

Using the library
Let us help you navigate the resources available to you through our services, the Learning Commons, the University of Guelph's library and Humber College's library.

- Our services
- Study spaces
- 'How-to' Guides
- Borrowing books
- Learning Commons services
- Printing and copying
- Login information
- Course reserves
- **Interlibrary loans**
- Alumni library services

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

Interlibrary Loans

Can't find what you need in our system? You can request books and articles from other universities to be delivered here.

RACER Interlibrary Loan is a book and article delivery service, free for all students, faculty and staff at the University of Guelph-Humber.

[Learn more about RACER Interlibrary Loan](#)

[Log in to RACER](#)

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

Scholars Portal RACER

Search Search Ontario University Library Catalogues and more.
Request copies of articles or loans of books and other materials.

Standard Search
Advanced Search
Search History

My Account Enter your User ID and Password and click on the button to Sign-in.

Saved Lists
Blank Request Form

My Requests
Build Search Box
Sign In
Restart
Help
Contact Us
Terms of Use

Sign-in

User ID:

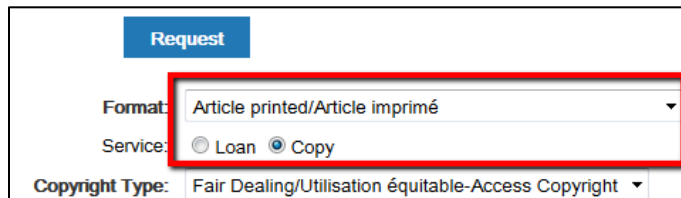
Password:

Your Library: Guelph

Login

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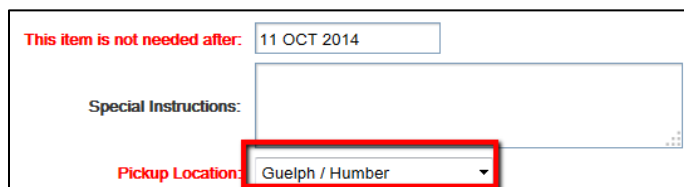
5. Select the format of the item you're requesting. Common types of requests include **Books, Book Chapters, Articles Printed** and **Articles Online**. Select the service, either loan (for books) or copy (for chapters and articles).



The screenshot shows a 'Request' form with the following fields:

- Format:** A dropdown menu with 'Article printed/Article imprimé' selected.
- Service:** Radio buttons for 'Loan' and 'Copy', with 'Copy' selected.
- Copyright Type:** A dropdown menu with 'Fair Dealing/Utilisation équitable-Access Copyright' selected.

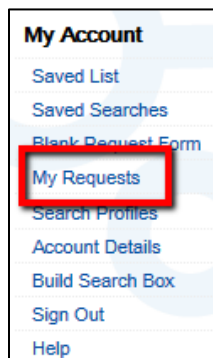
6. Fill in the required information for your request. Make sure the information is complete and correct. Select **Guelph-Humber** as your pickup location.



The screenshot shows the following fields:

- This item is not needed after:** A date input field with '11 OCT 2014' entered.
- Special Instructions:** A large text area for additional notes.
- Pickup Location:** A dropdown menu with 'Guelph / Humber' selected.

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



The screenshot shows a 'My Account' menu with the following items:

- Saved List
- Saved Searches
- Blank Request Form
- My Requests** (highlighted with a red box)
- Search Profiles
- Account Details
- Build Search Box
- Sign Out
- Help

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.