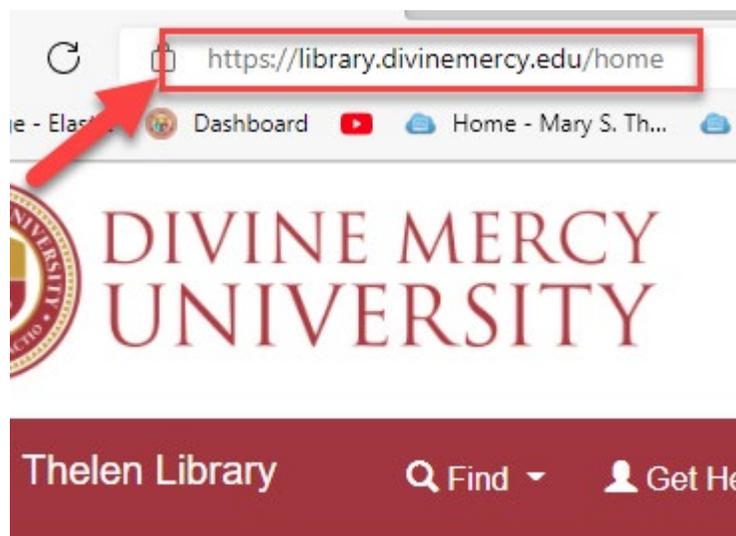


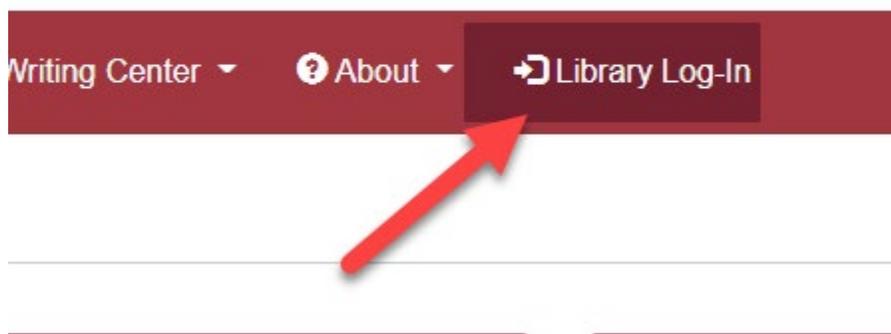
## Using Interlibrary Loan & Document Delivery

Although many resources are accessible in Divine Mercy University's library, additional resources may be borrowed or delivered from other libraries through document delivery or interlibrary loan. The following steps can be taken to request materials through interlibrary loan and document delivery.

1. **Navigate to the Library's website at <https://library.divinemercy.edu>.** It is recommended that you make a bookmark or a favorite of the page so you can more easily return to it later.



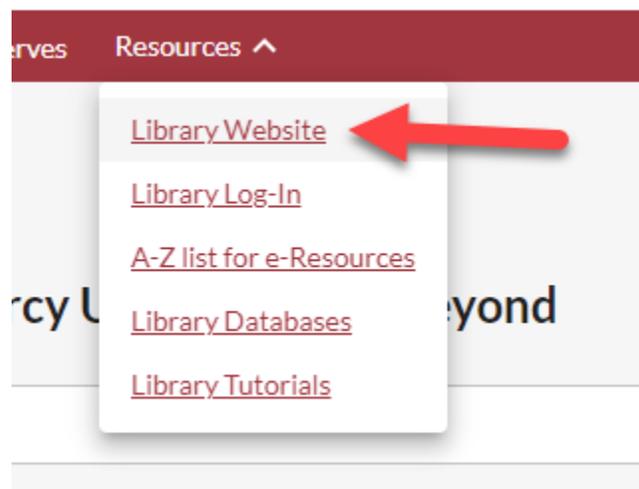
2. **Log into the Library system.** On the library page, click the "Library Log-In" link on the top navigation bar. This will take you to a search page.



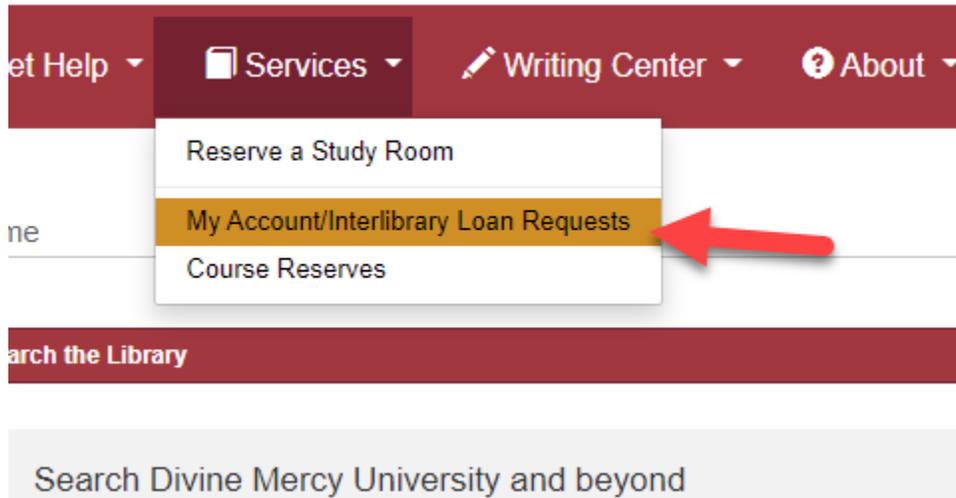
3. Once on the search page, sign into your library account by clicking the “Sign In” link on the upper right. This will enable you to request materials through interlibrary loan.



4. Then, on the “Resources” menu, click the “Library Website” option to go back to the library website.



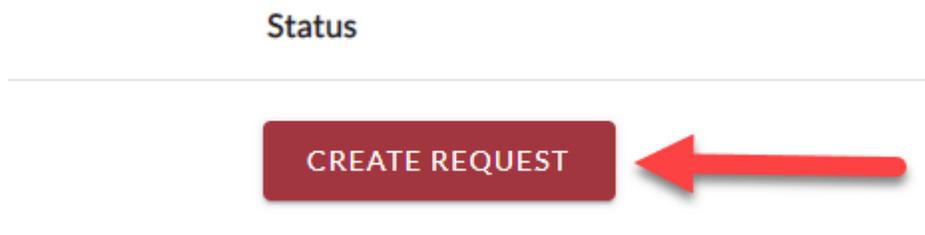
5. There are two ways to request resources via Interlibrary Loan or Document Delivery: through the catalog and through the Interlibrary Loan page. The first that will be discussed is through the Interlibrary Loan page.
6. For the first method, select the “My Account/Interlibrary Loan” link under the “Services” menu or in the page footer.



7. This will take you to your Interlibrary Loan account. Select the “Requests” link in the navigation bar.



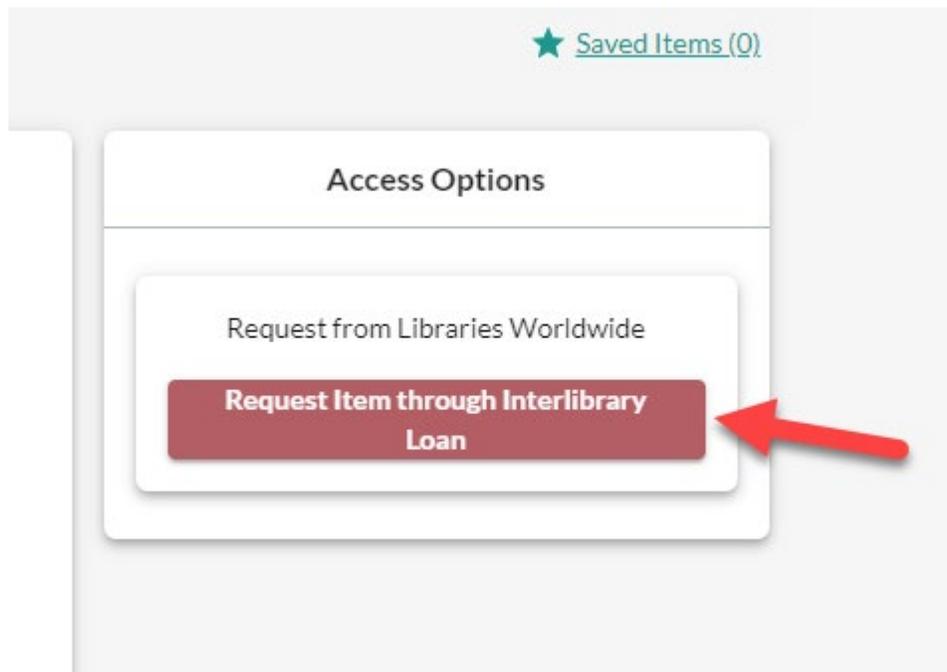
8. Then, select the “Create Request” button on the right.



10. To request items through the catalog, after visiting the catalog and finding the item, make sure you are signed into your library account on the search page after clicking “Library Log-In”.



11. Under items that DMU does not have immediate access to, it will say “At other libraries worldwide.” Click on the record. Then, a box will appear on the side called “Access Options”. One option/button says “Request Item Through Interlibrary Loan”. Click the button.



- 12. Once signed into the library account, after clicking the button, most of the resource information will be prefilled out already. Fill in the necessary remaining fields and click the “Submit Request” button on the bottom.**

< View requests

Create Request: ARTICLE OR BOOK CHAPTER **BOOK** OTHER

\* Required field

About my item

Title: \*  
Debating moral education : rethinking the role of the modern university. 71/500

Author: \*  
Elizabeth Kiss 14/500

Publisher:  
Duke University Press

Place of Publication:  
Durham

Date:  
2010

ISBN:  
9780822346203

Where did you learn about this item? \*  
0/500

Title of chapter:  
0/500

About my request

Service Type: \*  
LOAN

Needed before (yyyymmdd): \*  
mm/dd/yyyy

Amount Willing to Pay:  
0/500

Comments:  
0/500

My address and contact information

First Name: \*  
Ingrid

Last Name: \*  
Hellstrom

Patron ID (Library username/barcode) \*  
22099

E-mail Address: \*  
ihellstrom@divinemercury.edu

Mobile Phone:  
0/500

**SUBMIT REQUEST** CANCEL

- 13. When the interlibrary loan request is submitted, you will receive an email saying that your request is being processed. You will also receive an email saying that your item is ready and soon before your item is due.**

- 14. To check to see when your items are due, log into your account as explained above.** Your items will be listed and the status will be next to the item in the list. Depending on the status of your items, it might indicate “in transit” if it is on the way, “canceled” if it has been canceled, and a place to download the chapter or the due date.

- 15. Book chapters and articles do not have a due date as they are delivered electronically.** You can access them by a certain date, or you can view them up to five times. If you would like additional access, you can download the article or chapter to your computer immediately and work with the material from there.