

# Document Delivery Service : user guide



University Library

Document Delivery Service Web address : <http://www.utas.edu.au/library/info/dd>

Register online if you are a new client: <http://www.utas.edu.au/library/info/dd/Registration.html>

Click on Request form/Login link to request from your Document Delivery Account or go to <https://vdxprod.lib.utas.edu.au/zportal/>

User ID :

Password:

### Getting Started:

Type in your **Staff/Student ID** and Document Delivery **Password**

The **Password** is case sensitive, make sure the caps lock is off

You will be presented with the **Advanced Search** screen.

Available "Searchable Collections" (i.e. Library Catalogues) are **Deakin University, Libraries Australia, State Library of Tasmania, Te Puna** and **University of Tasmania**.

The **Advanced Search** option allows you to combine or limit the search terms and make the search more specific. Enter book title or journal title (NOT a journal article) as a phrase or complete title; using quotation marks will refine your search. The search title returns information that can be used to 'populate' the request form.

Click on **Go !**

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

**Advanced Search**

Field	Search Term	Operator
Title	"pacific coast philology"	and
Author		and
Subject Heading		

Format(s): [click to scroll list of options](#)

- Print Journal
- Book
- Ejournal

[Select all](#) [Clear all](#)

Records per page: 10

**GO!**

[Standard Search](#)

Search results appear:

**Journals:**

1. [Journal of the New York Entomological Society.](#) ★★★★★  
Date: 1893 Collection: [Libraries Australia](#)  
Save Details Get it!

2. [Journal of the New York Entomological Society \[electronic resource\].](#) HTTP HTTP HTTP ★★★★★  
Date: 1893 Collection: [Libraries Australia](#)  
Save Details Get it!

If the journal title is **not held** at the University of Tasmania Library click on **Get It!** to place a request.

**Books:**

1. [Plasticity in the human nervous system : investigations with transcranial magnetic stimulation / edited by Simon Boniface and Ulf Ziemann.](#) ★★★★★  
Date: 2003 Collection: [Deakin University](#)  
Save Details Get it!

2. [Plasticity in the human nervous system : investigations with transcranial magnetic stimulation / edited by Simon Boniface and Ulf Ziemann.](#) HTTP HTTP HTTP ★★★★★  
Date: 2003 Collection: [Libraries Australia](#)  
Save Details Get it!

If the book you want is not held in the University of Tasmania Library collection click on **Get It!** on any of the records displayed to place a request

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

**Request Item**

**SUBMIT**

Service:  Loan  Copy

Copyright Type: Fair Dealing

Title of Book: Plasticity in the human nervous system

Subtitle: investigations with transcranial magnetic stimulation

Author(s)/Editor(s): Boniface, Simon J., 1964-; Ziemann, Ulf.

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: 2003.

Volume/Issue:

Pages:

**Publication Details**

**Books:** all information will automatically appear, submit the request without further alteration. If a chapter is required select **Copy** and complete all relevant details. Please insert 'O' 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 and pages. Please type volume and issue information e.g. 24(3). If information is unknown insert '?'

**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 to your request.

## Create a request:

Sometimes you will be unable to locate a book, conference proceedings or serial on the available catalogues.

The title may be obscure, it may not be available within Australia, it may be incomplete, or you may have minimal details.

Click on **Create Request** under the **Doc Del Account** from the **Advanced** or **Standard Search** screen

**Create Request**

**SUBMIT**

Format:  ▼

Service:  Loan  Copy

Copyright Type:  ▼

Title of Journal:

Sponsoring Body:

**Part Details**

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

Author of Paper:

Title of Paper:

Date Part Published:

Volume/Issue:

Pages:

**Publication Details**

ISSN:

**Additional Information**

This is a system default date only. Please do not change to today's date unless you require a RUSH service for which extra charges apply. Please contact us for further details of extra charges.:

Special Instructions:

Pickup Location:  ▼

**SUBMIT**

You may also select **Book** or **Other** e.g. Conference papers, microforms, videos, scores etc.

Please supply as much pertinent information as available to help verify this citation, particularly if the request is for obscure material.

**Special instructions;** e.g. any further information which may be helpful. Important to add "School to pay" or "Client to pay" extra for RUSH request.

You can also select other **Library Service Point** locations.

## Tracking your Requests:

Click on **My Requests** under **Doc Del Account**

<p>ILL Number: 1697 Title: <a href="#">Getting a life</a> Author: Smith, Sidonie.; Watson, Julia, 1945- Status: <b>Shipped</b> Circulation Status: Date Due: 27 Mar 2007</p>	<p>Requests can be sorted by Author, ILL Number, Title or Need by Date</p> <p>Click on <b>GO!</b></p> <p>A list of all your requests will appear</p> <p><b>Status messages</b> will appear on each request to help you track the progress of your requests</p> <p>For further information or clarification on the status of your requests please email</p> <p><a href="mailto:Docdel.Hbt@lib.utas.edu.au">Docdel.Hbt@lib.utas.edu.au</a> (ph. 6226 2230) (Hobart) or <a href="mailto:Docdel.Ltn@lib.utas.edu.au">Docdel.Ltn@lib.utas.edu.au</a> (ph. 6224 3571) (Launceston)</p> <p>Please allow approximately 24 hours for a response to your email. Please contact Document Delivery Service if you would like to archive some of your requests.</p>
<p>ILL Number: 1693 Title: <a href="#">Bleak house</a> Author: Dickens, Charles, 1812-1870.; Phiz, 1815-1882. Status: <b>New</b> Circulation Status: Needed by: 29 Apr 2007</p>	
<p>ILL Number: 1690 Title: <a href="#">Australian family lawyer</a> Article Title: child sexual abuse Author: Law Council of Australia. Family Law Section Article Author: Parkinson, P Status: <b>Pending</b> Circulation Status: Needed by: 28 May 2007</p>	

### The following Status messages may appear on your request:

<b>IDLE</b>	Request has not yet been ordered.
<b>PENDING</b>	Request has been ordered.
<b>NOT SUPPLIED</b>	Request is not able to be supplied. Document Delivery Service will investigate an alternative source of supply and advise you.
<b>CONDITIONAL</b>	Further information is required before this request can be filled. Document Delivery staff will check the reason for Conditional status and reorder.
<b>CANCEL PENDING</b>	Request for cancellation has been sent to the supplying library but no response has yet been received.
<b>CANCELLED</b>	Supplying library has agreed to cancel the request.
<b>SHIPPED</b>	Loan or copy has been sent by the supplying library and is on its way.
<b>RECEIVED</b>	Item has been received. Check your email for information on accessing this document or loan.
<b>OVERDUE</b>	Loan is now overdue. Please return as soon as possible.
<b>RENEW PENDING</b>	A renewal request has been sent to the supplying library.
<b>RECALL</b>	Loan has been recalled. Please return as soon as possible.