



Document Delivery Service

End User Guide

<http://www.utas.edu.au/library/library-services/document-delivery>

Document Delivery Service : End User Guide

Getting Started :

Register online @ <http://www.utas.edu.au/library/forms/document-delivery-service-registration>

(You will receive your log in details within 1 working day)

Enter your

- ▶ **Staff/Student ID number** into the **User ID** field
- ▶ Document Delivery **Password**
- ▶ Click **Login**.

UNIVERSITY of TASMANIA

DocDel Account

Sign In [Sign-in](#)

Restart

Help

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

User ID:

Password:

[Login](#)

Document Delivery Password or Account Queries?
[Contact Us](#)

Go to the top of this Page

© Copyright OCLC 2013. OCLC

VDX 7.3 (Build 249)
[vdxweb03prvdu]

Document Delivery Service : User Guide

You will be presented with the **Advanced Search** screen. This option allows you to combine or limit the search terms to make the search more specific.

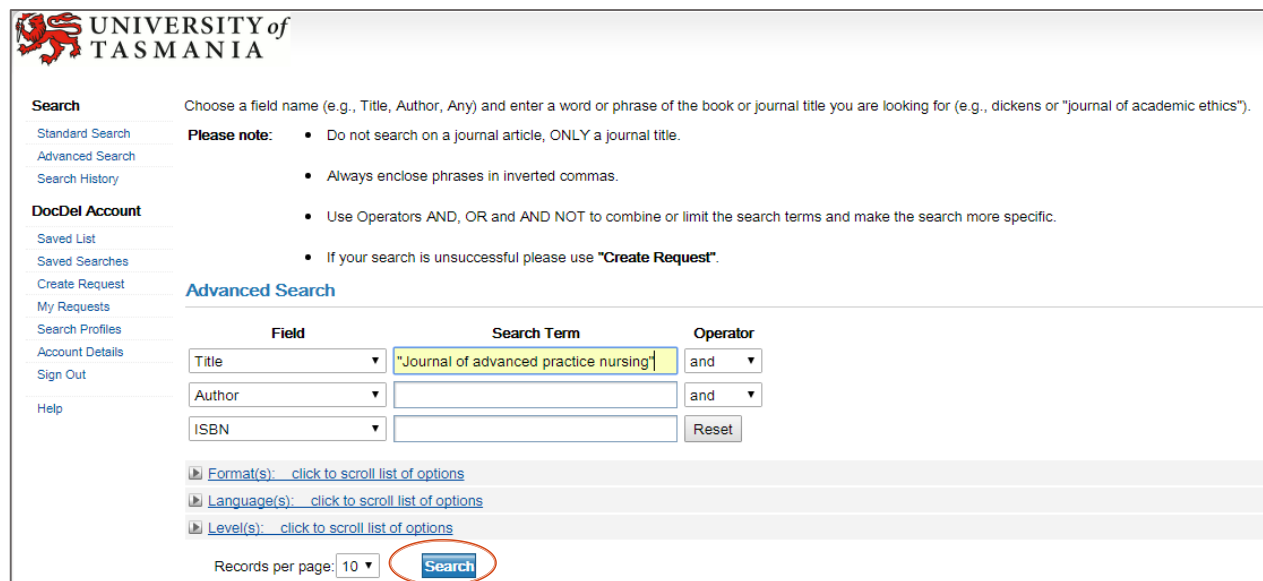
The available 'Searchable Collections' include **University of Tasmania Library Catalogue, Trove (Libraries Australia Union Catalogue) and Te Puna (New Zealand Libraries Union Catalogue)**

Enter a '*known title*' such as Book; Journal; Conference or Report title as a phrase or complete title (*DO NOT enter article paper title/author information*). Using quotation marks "Title" will refine your search terms. Other search options include ISBN, ISSN, etc from the drop down menu.

Your search returns information that is used to 'populate' the request form.

Click

Search



UNIVERSITY of TASMANIA

Search Choose a field name (e.g., Title, Author, Any) and enter a word or phrase of the book or journal title you are looking for (e.g., dickens or "journal of academic ethics").

[Standard Search](#) **Please note:**

- Do not search on a journal article, ONLY a journal title.
- Always enclose phrases in inverted commas.
- Use Operators AND, OR and AND NOT to combine or limit the search terms and make the search more specific.
- If your search is unsuccessful please use **"Create Request"**.

[Advanced Search](#)

[Search History](#)

DocDel Account

[Saved List](#)

[Saved Searches](#)

[Create Request](#)

[My Requests](#)

[Search Profiles](#)

[Account Details](#)

[Sign Out](#)

[Help](#)

Advanced Search

Field	Search Term	Operator
Title	"Journal of advanced practice nursing"	and
Author		and
ISBN		Reset

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

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

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

Records per page: 10 **Search**

Document Delivery Service : End User Guide

You will be presented with a list of Search Results:

Journals




The screenshot shows a search results page titled "Search Results". It indicates a search for "journal of academic ethics" in Libraries Australia, University of Tasmania, and Te Puna. Below the search bar, there are three results listed:

- 1. [Journal of academic ethics \[electronic resource\]](#)**
Format: Ejournal | Date: 2003 | Collection: University of Tasmania
Action buttons: Save, Details, Get it!
- 2. [Journal of academic ethics.](#)**
Format: Print Journal | Date: 2003 | Collection: Te Puna
Action buttons: Save, Details, Get it!
- 3. [Journal of academic ethics.](#)**
Format: Print Journal | Date: 2003 | Collection: Libraries Australia
Action buttons: Save, Details, Get it!

In the first result, the text "Collection: University of Tasmania" is circled in red.

Does your results list include a result for **University of Tasmania**? If so, please check the online [catalogue](#) before placing your request.


If the journal title is not held in the University of Tasmania Library, select result that matches the title you require and click  **Get it!** to place your request.

Document Delivery Service : End User Guide

Books

3. Fundamentals of human neuropsychology / Bryan Kolb, Ian Q. Whishaw.	Format: Book Date: 1996 Collection: University of Tasmania	 Save  Details  Get it!
4. Fundamentals of human neuropsychology / Bryan Kolb, Ian Q. Whishaw.	Format: Book Date: 2003 Collection: University of Tasmania	 Save  Details  Get it!
5. Fundamentals of human neuropsychology / Bryan Kolb and Ian Q. Whishaw.	Format: Book Date: 1980 Collection: Libraries Australia	 Save  Details  Get it!
6. Fundamentals of human neuropsychology / Bryan Kolb and Ian Q. Whishaw.	Format: Book Date: 1985 Collection: Libraries Australia	 Save  Details  Get it!

Does your results list include a hit for **University of Tasmania**? If so, please check the online [catalogue](#) before placing your request.

If the book title is not held by University of Tasmania Library, select result that matches the title you require and click  Get it! to place a request. Check the request if a specific **'date'** of publication is important to you.

Document Delivery Service : End User Guide

Request : Journal or Conference Papers

Request

Service: Loan Copy

Copyright Type: Fair Dealing

Title of Journal: Journal of academic ethics.

Subtitle:

Author(s)/Editor(s):

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

Series title and numbering:

Publisher: Kluwer;Springer.

Place of Publication: Dordrecht;Dordrecht

Edition:

Item Description: v. : ill. ; 24 cm.

ISBN:

ISSN: 1570-1727

UPC:

All journal or conference information will appear automatically.

You will need to enter in **Author, title of article, volume/issue, year and pages** into **Part** details.

If any details are unknown insert ? into relevant field.

Click on the **Request** button to place your request.

An identification number will be assigned to your request.

Document Delivery Service : End User Guide

Request Item : Book

Service: Loan Copy

Copyright Type: Fair Dealing

Title of Book: Fundamentals of human neuropsychology.

Subtitle:

Author(s)/Editor(s): KOLB, BRYAN

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:

Volume:

Pages:

Publication Details

Series title and numbering:

Publisher: Worth pub

Place of Publication: [s.l.]

Date Published: 2015.

Edition:

Item Description:

ISBN: 1319017150;9781319017156

ISSN:

UPC:

All book information will appear automatically.

If a **chapter** is required select **Copy** and complete all relevant **Part** details, insert volume number if applicable.

Click on the **Request** button to place your request.

An identification number will be assigned to your request.

Document Delivery Service : End User Guide

Create a Request

Can't find the book, journal or conference proceeding using the **Search** option ?

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

Click on **Create Request** under the **DocDel Account** selection listed – This will give you a blank request form to fill in with the details you have.

You may also select other **Formats** – Book, Print Journal, eJournal, Music CD, DVD movie, Thesis, Report or Other.

*(Please select the most relevant **Format** for your request, and as much pertinent information available to help verify the citation)*

Select **Service Type** – **Loan** or **Copy**, if copy enter relevant **Part** details.

For **Rush** requests – change the *default* date to today's date, and add in special instructions if relevant to the request.

Special Instructions – add any further information which may be helpful in sourcing your request.

You can also select other Library service point locations at **Pick Up Location** drop down menu.

Click **Request** to place request.

The screenshot shows the 'Create Request' form with several sections and fields. Red arrows point from the text instructions to the following fields:

- Request** section: Format (dropdown menu), Service (radio buttons for Loan and Copy), Copyright Type (dropdown menu), and Title of Journal (text input).
- Part Details** section: A sub-header 'If you only require a copy of part of this item then please enter details here.' followed by Author of Paper, Title of Paper, Date Part Published, Volume/Issue, and Pages (all text inputs).
- Publication Details** section: ISSN, Publisher, and Place of Publication (all text inputs).
- Additional Information** section: A note 'This is NOT an estimated delivery date. Only change this date if you require RUSH service.' followed by a date input field (containing '31 DEC 2017'), a Special Instructions text area, and a Pickup Location dropdown menu (containing 'Morris Miller Library').

At the bottom right of the form is a blue 'Request' button.

Document Delivery Service : End User Guide

Tracking your Requests:

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

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

A list of all your requests will appear.

Needed by date is automatic default and does not indicate how long a request will take to fill.

Status messages will appear on each request to help you track the progress of your requests.

ILL Number:	260191
Article Author:	Auerbach M, Ballard H.
Article Title:	Clinical use of intravenous iron: administration, efficacy, and safety
Journal Title:	Hematology Am Soc Hematol Educ Program 2010
Status:	New
Circulation Status:	
Needed by:	25 Aug 2012
Pickup Location:	Clinical Library

ILL Number:	260487
Author:	Counts, Caroline S.;American Nephrology Nurses' Association
Title:	Core curriculum for nephrology nursing.
Status:	Pending
Circulation Status:	
Needed by:	01 Sep 2012
Pickup Location:	Morris Miller Library

ILL Number:	260727
Author:	ATTWATER, Aubrey Leonard.;ROBERTS, Sidney C.
Title:	Pembroke College Cambridge
Status:	Shipped
Circulation Status:	
Date Due:	11 Sep 2012
Pickup Location:	Morris Miller Library

Document Delivery Service : End User Guide

Status messages:

The following messages may appear on your requests

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

Document Delivery Service : End User Guide

Contact Us:
(All Campuses)

For further information or clarification on the status of your requests please email

Docdel.hbt@lib.utas.edu.au

Phone +61 3 6226 2230