



Document Delivery Service

User Guide

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

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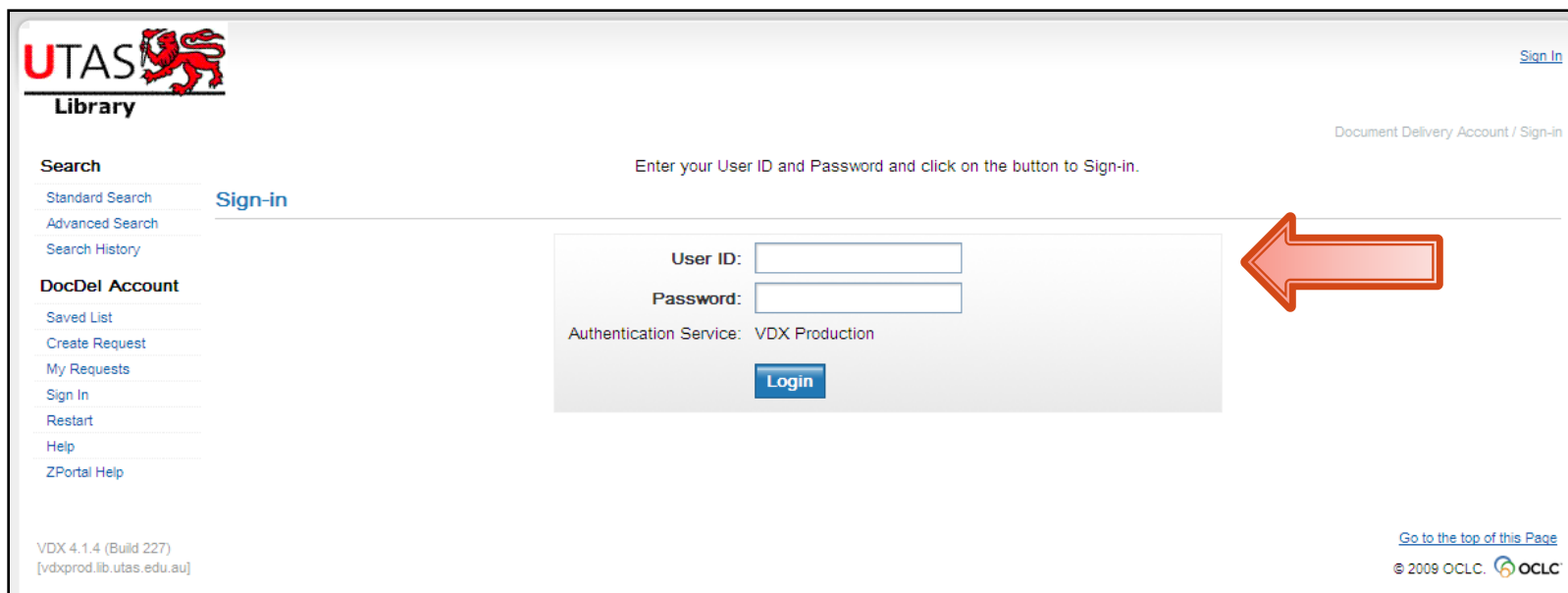
Getting Started :

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

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

Type in your **Staff/Student ID number** into the **User ID** field and your **Document Delivery Password**.

Click **Login**.



UTAS Library

Search

- Standard Search
- Advanced Search
- Search History

DocDel Account

- Saved List
- Create Request
- My Requests
- Sign In
- Restart
- Help
- ZPortal Help

Sign-in

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

User ID:

Password:

Authentication Service: VDX Production

Login

Sign In

Document Delivery Account / Sign-in

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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' (library catalogues) are **University of Tasmania, State Library of Tasmania, Deakin University, Trove (Libraries Australia) and Te Puna**

Enter a **book title or journal title** as a phrase or complete title (*not a journal article title/author*). Using quotation marks "example" will refine your search terms. Other search Options include ISBN, ISSN, etc from the drop down menu. The search returns information that can be used to 'populate' the request form.

Click
Search

Search / Advanced 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").

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

| Field | Search Term | Operator |
|---------------------|-------------|----------|
| Title (*) | | and |
| Author (*) | | and |
| Subject Heading (*) | | 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](#)

Refinement: ☒ On ☐ Off Records per page: 10

Search

[Standard Search](#)

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Search Results will appear in this format for:

Journals

The screenshot shows a search results page titled "Search Results". Below the title, it states: "You searched for 'journal of the New York entomological society' in [University of Tasmania](#), [Deakin University](#), [Libraries Australia](#), [Te Puna](#), [State Library of Tasmania](#)." There is a "Refine results:" input field and a "Refine this search" button. On the right, there is a pagination bar: "Page: [Prev] 1 2 [Next] >". The results list contains three items:

1. [Journal of the New York Entomological Society \[electronic resource\]](#).
Format: Computer File | Date: 1893 | Collection: University of Tasmania
Icons: [PDF] [PDF] [PDF]
Buttons: [Save] [Details] [Get it!]
2. [Journal of the New York Entomological Society](#).
Format: Print Journal | Date: 1893 | Collection: Libraries Australia
Icons: [PDF] [PDF] [PDF] [PDF] [PDF] [PDF]
Buttons: [Save] [Details] [Get it!]
3. [Journal of the New York Entomological Society](#).
Format: Print Journal | Date: 1893 | Collection: Libraries Australia
Buttons: [Save] [Details] [Get it!]

Does your results list include a hit for **University of Tasmania**? If so, please check our online catalogue before placing your request.

If the journal title is not held in the University of Tasmania Library, click to  **Get it!** place a request.


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Search Results will appear for:

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 our online catalogue before placing your request.

If the book title is not held in the University of Tasmania Library, click to  **Get it!** place a request. Checking you request the specific 'date' of publication if important to you, otherwise select any of relevant record to place a request.

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Request Item : Journal Articles or Conference Papers

Request

Service: ☐ Loan ☒ Copy

Copyright Type: Fair Dealing

Title of Journal: Journal of the New York Entomological Society.

Subtitle:

Author(s)/Editor(s): New York Entomological Society.

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

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.

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Request Item : Book

Request

Service: ☒ Loan ☐ Copy

Copyright Type:

Title of Book: Fundamentals of human neuropsychology

Subtitle:

Author(s)/Editor(s): Kolb, Bryan, 1947-;Whishaw, Ian Q., 1939-

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: c2009 [i.e. 2008]

Volume/Issue:

Pages:

Publication Details

Series title and numbering:

Publisher: Worth Publisher

Place of Publication: New York

Edition: 6th ed.

Item Description: xvi, 818, [79] p. : ill. (chiefly col.) ; 26 cm.

ISBN: 9780716795865 (hbk.);0716795868 (hbk.)

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.

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Create a Request

Can't find the book, journal or conference proceedings 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 'School to Pay' or 'Client to Pay' in special instructions field.

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 the following sections and fields:

- Request** (Section Header)
- Format:** Article Printed (dropdown menu)
- Service:** Loan (radio button), Copy (radio button)
- Copyright Type:** Fair Dealing (dropdown menu)
- Title of Journal:** (text input field)
- Part Details** (Section Header)
- Author of Paper:** (text input field)
- Title of Paper:** (text input field)
- Date Part Published:** (text input field)
- Volume/Issue:** (text input field)
- Pages:** (text input field)
- Publication Details** (Section Header)
- ISSN:** (text input field)
- Publisher:** (text input field)
- Place of Publication:** (text input field)
- Additional Information** (Section Header)
- Special Instructions:** (text input field)
- Pickup Location:** Morris Miller Library (dropdown menu)
- Request** (Button)

Orange arrows point from the text instructions to the following fields:

- From 'You may also select other Formats' to the **Format** dropdown.
- From 'Select Service Type' to the **Service** radio buttons.
- From 'For Rush requests' to the **Special Instructions** text input field.
- From 'You can also select other Library service point locations' to the **Pickup Location** dropdown menu.

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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.

Need 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.

Please contact the Document Delivery Service if you would like to archive some 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 |

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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 PENDNG | Request for cancellation has been sent to the supplying library, but no response has yet been received. This may be an interim status in supply. |
| CANCELLED | Supplying library has agreed to cancel request. This may be an interim status in supply. |
| 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 this 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. |

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Contact Us:

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

Docdel.hbt@lib.utas.edu.au

(phone: 6226 2230 or 6226 2880 – Hobart Office)

OR

Docdel.ltn@lib.utas.edu.au

(phone: 6324 3571 – Launceston Office)

Please allow one (1) working day for a response to your email.

