Interlibrary Loan

  [Requesting Books and Articles](#)

Requesting Books

- You may request books we do not own or those labelled "Missing" in the Catalogue.
- The normal **loan period is 3 weeks**. You are responsible for returning books on or before the due date.
- Overdue charges from lending libraries and replacement charges for items lost are the responsibility of the patron.
- University of Waterloo [video tutorial](#) on finding a book in RACER.

Requesting Journal Articles

- Under the university's [Fair Dealing Policy](#) you are allowed to request 10% of a published work or a single article only from an issue of a journal. Requests for more than one article from a single issue of a journal will be rejected.
- Systematic, cumulative copying is prohibited. That means that you may not copy 10% of a publication one day, then another 10% the next day, and so on until most or all of the publication is copied.
- University of Waterloo [video tutorial](#) on finding an article in RACER.

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  [Searching for Materials in RACER](#)

Searching

- Use **Standard Search** for keyword searching and **Advanced Search** to search in specific fields (e.g. Author).
- Always include McMaster in the collection of libraries you search. Selecting many collections will slow down your search.
- From your search results, click **Details** to verify that an item is the one you want.
- If there are no matches, try selecting different libraries or fill in a blank request form.
- Click **Get it!** for the item you wish to get. Only select one record as multiple items will appear.

Requesting a PubMed article

- Put the [PMID](#) in the **Notes** field (e.g. PMID 23478912).
- If using a payment method other than the one selected at registration, put the necessary information in the **Notes** field.

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  [Requesting Theses](#)

Many dissertations are available online, so check these resources before you place a request through RACER.

- McMaster Library Catalogue
- Digital Commons (McMaster's Institutional Repository)
- Thesis Canada Portal contains abstracts of Canadian theses since 1965; full text versions are available from 1998-2002.
- ProQuest Dissertations & Theses A&I provides subject, title, and author access to almost all American dissertations accepted at an accredited institution since 1861. Masters theses have been selectively indexed since 1962. Abstracts are included for doctoral dissertation records from July 1980 to the present. In addition, the database serves to disseminate citations for thousands of Canadian dissertations and an increasing number of papers accepted in institutions abroad. Professional (e.g., M.D., LL. D.) and honorary degrees are not included.
- EthOS (Electronic Theses Online Service) provides digital access to dissertations from UK universities. Oxford and Cambridge universities do not participate in this service. Free login and registration is required to search the site.
- Australasian Digital Thesis Program provides access to theses from Australian and New Zealand institutions. Up to 5,000 available for free download.
- Open Access Theses and Dissertations OATD currently indexes 4,477,322 theses and dissertations.
- DART-Europe E-theses Portal provides free online copies of dissertations from many European countries, including some not found by Global ETD (see above).
- Global ETD (Electronic Thesis and Dissertation) Search looks for free online copies of dissertations.
- OpenGrey offers documents of many kinds from a range of European countries, freely available online. You can filter your results by running your search and then selecting "doc type=thesis".
- College Art Association: list of dissertations completed and in progress. Details of PhD dissertations in art history and visual studies from US and Canadian institutions. You can browse titles by subject category or year. The dissertations themselves are not available via this site.
- WorldCat finds hard-copy dissertations from libraries around the world. After running your search, you can filter your results to find dissertations only.
- PQDT Open is a service offered by ProQuest's UMI Dissertation Publishing. The authors of these dissertations and theses have opted to publish as open access.
- Many Universities are digitizing and hosting theses from their own institutions and making those available to the public at no charge. You can use Google to locate an institution's repository, or you might try the Directory of Open Repositories, or BASE, a database that contains records from 2000+ repositories.

If your dissertation isn't available through any of the above options, you can request it through ILL/Racer.

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Filling in a Blank Request Form

- Click **Blank Request** Form under **My Account** on the left side of the screen.
- For Journal Articles, choose **Photocopy**. For Books, choose **Borrow**.
- University of Waterloo video tutorial on creating a request for materials not in RACER.

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Pickups and Notifications

Pickup

- Mills, Innis, and Thode users can pick up their items from the Mills Services Desk, and return them to any of the three libraries.
- Articles are sent electronically via email if publishing licensing allows
- There is a **$10 charge for any item not picked up** within 3 weeks of email notification.

Notification

You will receive an email when:

- the item you have requested has arrived.
- additional information is needed.
- the item is held in a McMaster library.
- a request has been cancelled.

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  Tracking or cancelling your RACER request

Cancelling a request

- Login to RACER and go to **My Requests**.
- On the Requests List, click "Cancel" beside the request you would like to cancel. If a request is no longer listed, it may be too late to cancel it.

Tracking your Request Status

- **Login** to RACER.
- Click **My Requests**. A list of your current requests will be displayed. If an item is no longer listed, check your email for notification about picking up your request.
- Status codes and their meanings:
    - **Idle**: we will process your request shortly.
    - **Pending**: your request has been sent to a lending library.
    - **Shipped**: the lending library has begun the process of shipping your item.
    - **Not supplied**: local library staff are searching other libraries for your item.
    - **Conditional**: a lending library has indicated they will supply your item as soon as some condition is met.
    - **Received**: item has arrived at the library and will be available shortly. This status only appears for books and other loans.
    - **Returned**: item will be returned to the lending library.

- University of Waterloo video on checking the [status of your RACER requests](#).

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[I've lost or need to change my password](#)

Changing your password

1. Login to RACER; under **My Account** on the left, click on **Account Details**.
2. Click Edit and make your changes.
3. Select **Update Password** and click Update.

Forgotten your Password?

- Contact the [Mills Library Interlibrary Loan Department](#) by email to have your password reset.

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