

## How to Request Materials on RACER

You've created your RACER account. Now it's time to request an item!

Go to [library.mcmaster.ca](http://library.mcmaster.ca) and choose "RACER Interlibrary Loan" from the left navigation sidebar.

Click "Login to RACER", and then sign in using your 14 digit library barcode, and the password you previously created.

After logging in you will automatically arrive at an advanced search page.

You can enter specific information about the text you're looking for into the Advanced Search form. Or, you can enter keywords into the Standard Search form.

Another way to request material is to use the "Blank Request Form" option listed in the left navigation sidebar. This allows you to manually enter citation information. It is helpful when the item that you're searching for isn't showing up in the results returned from a search.

At the top of the Blank Request Form you can choose the format of the item you wish to request.

At McMaster you can use RACER to request text-based items that the library doesn't already own. This includes journal articles, books, newspaper articles, book reviews, conference proceedings, etc.

All journal articles requested through RACER are now sent electronically. A request for either printed or online articles will result in a downloadable version through e-mail.

Instead of performing a standard, or advanced, search you could fill out a Blank Request Form directly from the citation information you already have for the material you wish to request.

I'm looking for a book called "Franz Kafka: A Question of Jewish Identity", so I'm going to type the title into the advanced search form.

Here is the book.

I'm going to go to the McMaster Library website and confirm that McMaster does not already own the item that I'm looking for.

It's not here. I definitely want to request this item through RACER.

Back in RACER I will now click "get it" which will automatically fill in information about the resource I am requesting.

Click "Request" and your mission is complete!

You can check your RACER account anytime for the status of your requests by clicking " My Requests" on the left navigation sidebar.

Now for some important information:

- All articles will be emailed to you within 24 hours (or longer)
- All books will be sent to your library within 2-5 days (or longer) of requesting, depending on their availability
- The loan period for books is 3 weeks. Lost items will be charged to your account.
- Books must be picked up within 3 weeks of receiving an email notification. If not, you will be charged a fine of \$10

You are now ready to request an item. Good luck!