



## How to request an Interlibrary Loan

This guide will provide you with instructions on how to order a book or journal article that is not available at Nova Scotia Agricultural College using an **Interlibrary Loan form**.

### WHO CAN DO AN INTERLIBRARY LOAN?

Books and journal articles not available in our collection may be borrowed by the library. This service is only available for NSAC students, staff and faculty. This service is not available for public patrons.

### WHAT CAN BE ORDERED THROUGH AN INTERLIBRARY LOAN?

Books, articles, book chapters and more can be ordered through an interlibrary loan.

### HOW MUCH DOES IT COST?

Currently, interlibrary loans are **free** unless there are urgent (rush) fees incurred. These service fees are covered by the patron. Rush service is not guaranteed.

### HOW LONG DOES IT TAKE FOR AN INTERLIBRARY LOAN TO ARRIVE?

Most requests will be filled within 3 working days within Relais. If the request cannot be filled it will automatically move on to libraries outside ASIN (Atlantic Scholarly Institution Network).

If the item cannot be filled by an ASIN library, please anticipate **2 weeks** for delivery of material listed on other regional catalogues. Our average turnaround is 7 days; however, some items may take longer to arrive and the library cannot guarantee the timeliness of delivery so start your research early.

### CAN I ORDER A ELECTRONIC COPY OF AN ARTICLE?

Yes, Articles/copies will be delivered electronically to your registered NSAC email address. The email will include a link

to the article. The link can be opened only once. The link will be available for 14 days after receipt. The delivery method to choose on the request form is "email link".

All loans (ex. Books, videos, etc) are to be picked up from the circulation desk at the MacRae Library. Loans are for 3 weeks with no renewal. If renewals are required, the Interlibrary Loan Specialist.

### HOW DO I SUBMIT AN INTERLIBRARY LOAN REQUEST?

All interlibrary loans must be submitted using the interlibrary loan form which is located on the library homepage (<http://nsac.ca/library>) and or directly at: <http://relaisasin.com/access3/loginsta.jsp>

You must have a registered account at the MacRae Library and you will need your user login and password. Register at the Circulation Desk to obtain this:

**User Login** = your library barcode number (21996...) on your NSAC ID card

**Password** = the last 4 digits of your phone number registered with the MacRae Library

Go to the Request form. After logging in, select the Copy form if you want to request an article from a journal or a copy of a chapter, pages or case from a book. Select the Loan Form if you would like to borrow a book. Complete the form as fully as possible. Please include any ISBN, ISSN, or database ID numbers, your source of reference and your "need by date." Additional notes e.g. I only want the book if it is in French can be added in the Note field.

### HELP

For help with interlibrary loans, contact Jolene Reid, Interlibrary Loan Specialist, at 902-893-4578 or [jreid@nsac.ca](mailto:jreid@nsac.ca)

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