

Requesting Interlibrary Loans

Overview

Hello. Welcome to this tutorial on how to order items through interlibrary loans.

In this video, you will learn what RACER is. More importantly, you will learn how to use it to get material from other libraries. Let's say you need this article and neither Laurier nor its partners (Guelph and Waterloo) have it. How can you get it?

RACER

You can order it from RACER, a service used by Ontario university libraries to share resources. Borrowing books, articles, and other items is free to faculty and students. It takes about 7 to 10 days for an item to arrive once you have ordered it.

Ordering Items

How do you order material? Go to our home page at library.wlu.ca, click on the tab "services" . . . then, "request from other libraries." Click on "RACER (Interlibrary Loans)." Your login is your OneCard barcode. Your password is your last name (all in lower case). Select "Wilfrid Laurier" for your library and click on "login." Although you can search for your item, it is not necessary to do so.

Blank Request Form

The best way to order material is to click on the link called "Blank Request Form." You can change article to book or another format. Doing so will change the fields below. Then fill out all the fields in red. Identify when your item is "not needed after" and choose a pick-up location. Then click "request." When you order an article, you need to accept the copyright notification. Once you do, you will see that your request has "been successfully submitted."

Additional Assistance

The library has several other videos that may be of interest.

You can find them at library.wlu.ca/help/tutorials.

If you have any questions, just ask us at library.wlu.ca/help/askus.