

2023

Diamond's Hidden Gems - Interlibrary Loan & Document Delivery Services

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Recommended Citation

Williams, Diamond R., "Diamond's Hidden Gems - Interlibrary Loan & Document Delivery Services" (2023). *Libraries' Documents*. 398.
<https://stars.library.ucf.edu/lib-docs/398>

DIAMOND'S HIDDEN GEMS



Interlibrary Loan & Document Delivery Services (ILL/DDS)

If you've attended the University of Central Florida (UCF) for long, chances are you've heard someone mention "ILL" or "loan services" in passing. From professors to library staff themselves, the ILL department is incredibly popular, but remains an under-utilized resource for students! Below, I give you a simplified run-down of the ILL department and the services you should be making use of before you graduate.

There is nothing more terrifying than being asked to locate full PDFs of research articles or primary sources for a class assignment. Maybe you're the type of person who spends hours scouring the internet for a free version of a journal issue or book chapter. Maybe you look for sites you could purchase from.

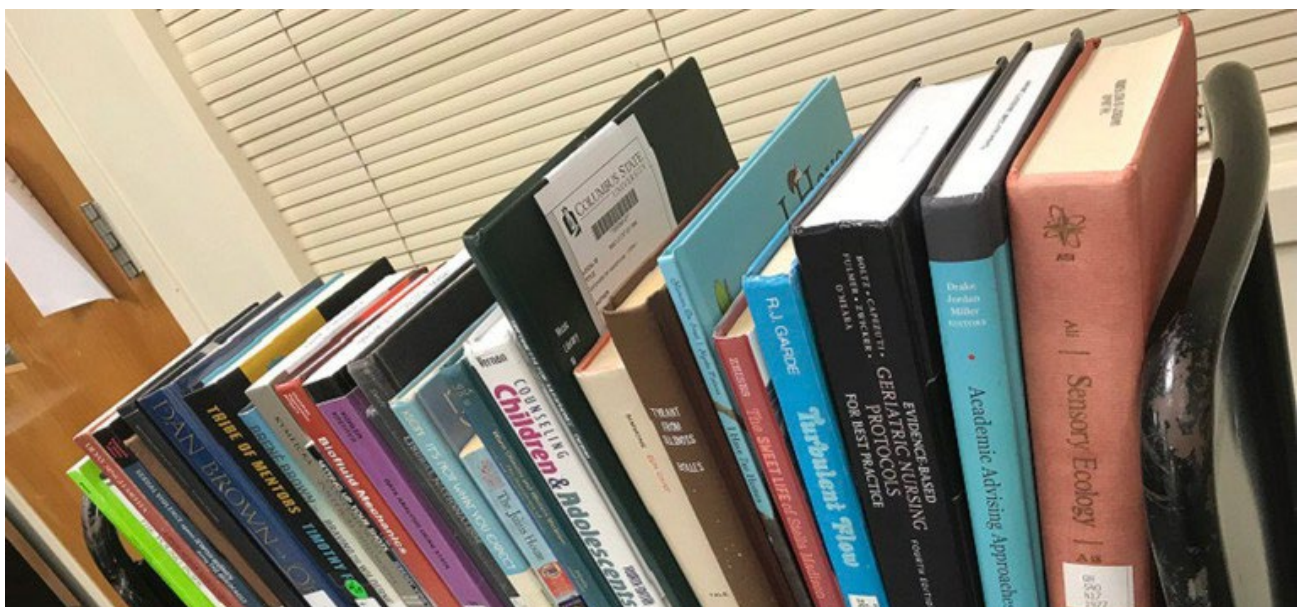
If either of these things sounds familiar, you can end this needless and costly search by making use of UCF's ILL services.

The ILL department processes virtual requests for materials from other libraries and our own in-house collection.

This means you* can request and receive free books, articles & more with just a few clicks of your mouse!

**If you are a UCF retiree, a currently enrolled student, staff, or faculty member*

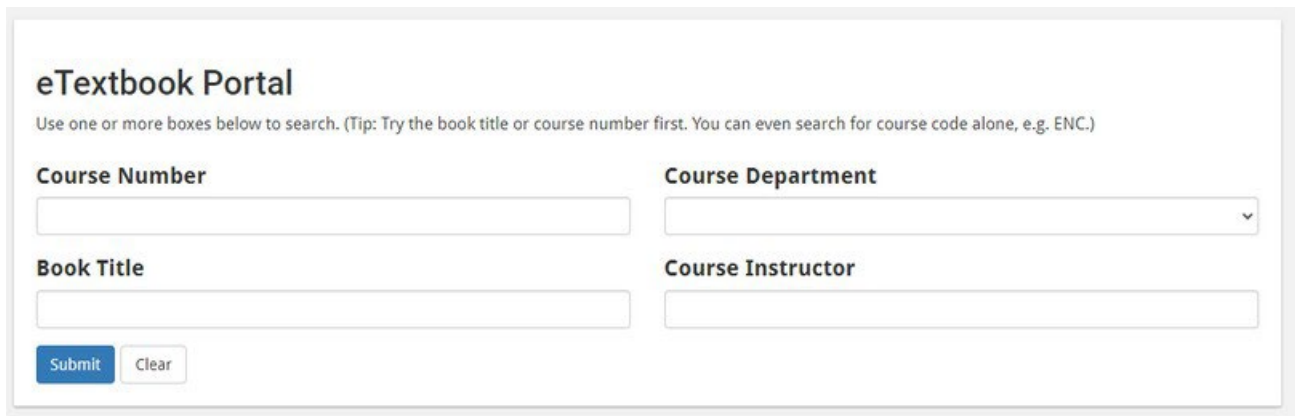
There are various ways you can access ILLiad (the software used to implement the interlibrary loan process) in order to make a digital request for the material you are searching for.



How to save money on textbooks at UCF

There are currently two broad ways that you, as a student, can make use of the textbook affordability initiative. Note: not all textbooks are available through this program.

Option 1: The eTextbook Portal



The screenshot shows the 'eTextbook Portal' search interface. At the top, it says 'eTextbook Portal' followed by a tip: 'Use one or more boxes below to search. (Tip: Try the book title or course number first. You can even search for course code alone, e.g. ENC.)'. Below this are four input fields arranged in a 2x2 grid: 'Course Number', 'Course Department' (a dropdown menu), 'Book Title', and 'Course Instructor'. At the bottom left of the form are two buttons: 'Submit' (in blue) and 'Clear' (in white).

1. **Navigate** to the UCF eTextbook Portal
2. **Fill out one or more known fields.**
 - a. Tip: try the book title first.
3. If your search produces a textbook, **click "Read Full Text"** to access the material
4. If your search produces no results, fill out the **eTextbook Check/Request Form**.

The Textbook Affordability Librarian will check availability for the requested eTextbook. You will receive an update within one week, so make sure you time this process properly!

Option 2: To locate hard copies, use the Course Reserves Page

Searching for Course Materials

Search Course Reserves

Q Search

Search for textbooks and other materials placed on Course Reserves across UCF Libraries locations. You can search by title, course number (e.g., ENC 1101), course name, or Professor's name.

Results include all UCF Libraries locations, check their availability to see the campus where your item is located.

Some items, including ebooks, used in courses may also be located in our General Collection. [Search our entire catalog for a full list of materials available through the UCF Libraries.](#)

See our [Course Materials](#) page for more information about using course reserves, including how faculty can place materials on reserve for their courses.

1. **Navigate** to the course reserves webpage
2. **Search** for materials by title, course, or Professor's name
3. **Select** the appropriate result (edition, year)
4. **Identify** useful information like item location and amount available; use this information to get your textbooks.
 - a. Make sure you are signed in to have access to all item information
 - b. *The General Reserve, Arch Main, and Main Campus* all refer to the John C. Hitt library

There is limited time and limited amounts of hard copies, so be sure to complete this process as early as possible!

How to get class material information before enrolling

1. **Navigate** to my.ucf.edu and select "class search"
2. **Select** the appropriate term and enter the course subject and number. **Check** "verify search." Course sections will populate.
3. **Select** a section's class number to receive more information
4. Scroll to the bottom and **identify** if this section has a required, recommended, or lack of course materials.

You can then search for the required material through the eTextbook portal, and if it is unavailable, you can find a different section of the course with an available eTextbook. If you would like to skip this process, you can do the reverse by locating the course on the eTextbook portal first, locating a free PDF, identifying the instructors, and enrolling in their section!

If you have any questions, reach out to Lily Dubach, UCF's Textbook Affordability Librarian, at lily@ucf.edu

CONTACT INFORMATION

Thank you for reading this installment of **Diamond's Hidden Gems**. If you have concerns or would like to reach out regarding business inquiries, please email me here:

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