

Completing the online Document Delivery Request Form

The Document Delivery Service is used to request books which are not available from any of the University's four Libraries, as well as journal articles which you cannot obtain from your own campus library or from the extensive e-journals collection.

You may access the Document Delivery Request Form by following a link within the Library website or from the following prompt that may appear when searching the Library catalogue.

Document Delivery Request

If you cannot find the item you are looking for in our catalogue, we may be able to request it from another library.

[Request Document Delivery](#)

If not already logged into the university network, you will be taken to the University Single Sign-On page:



The image shows the Ulster University Single Sign-On page. It features the Ulster University logo at the top left. Below the logo, the text "Ulster University Verify" is displayed. There are two input fields: "Ulster University ID" and "Password". To the right of these fields are two circular icons: a padlock and a checkmark. Below the icons is the text "Ulster University Verify". At the bottom left, there is a "SSON" button and a "Forgot my user password?" link. At the bottom right, there is a "Help" link. The page is copyrighted by 2019 Ulster University.

Log in using your university user ID and password and you will then be taken to the first part of the Document Delivery request form.

Item information

Item type: Book

ISBN:

Author:

Book Title:

Chapter Title:

Publisher information

Publisher:

Year:

Additional Information

Edition:

Page numbers:

[Search local holdings](#)

Enter the details of the item you need and click the 'Search Local Holdings' button. The system will then search for the item within the library catalogue to see if we already have a copy. This check does not include article titles so please use USearch to search for your item before requesting a journal article. We are not able to process requests for items we already have in stock or e-access to.

If the search of local holdings is unsuccessful, your item details will be presented in the request form. Please select your item type from the dropdown menu and enter as much information as possible relating to your request, making sure you complete any mandatory fields marked with an asterisk.

For a book, the following input fields will appear

- ISBN
- Author
- Book Title: *
- Chapter Title (where applicable)
- Publisher:
- Year: *
- Edition
- Page numbers (where applicable)
- Collection site*

For a journal article, the following input fields will appear

- ISSN
- Author
- Journal Title *
- Article Title
- Year *
- Volume/Part Number
- Page numbers
- Home site*

If we do not have enough information to process the request, we may email you to ask you to provide more information.

Book requests must be collected from the Library and the default delivery method for journal articles is SED (i.e. Secure Electronic Delivery to your university email).

Once you have entered as much information as possible, you must check the tickbox to confirm that you agree to the copyright declaration and to the document delivery request terms and conditions. You may find you cannot check this tickbox if you have not completed any of the mandatory input fields.

I hereby request you to supply me with a copy of the item specified which I require for the purpose of research or private study.

Copyright declaration for article requests

I declare that:

1. I have not previously been supplied with the same material by any librarian
2. I will not use the copy except for research for a non-commercial purpose or private study
3. I will not supply a copy of it to any other person
4. To the best of my knowledge no other person with whom I work or study has made, or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.
5. If this item was delivered by an electronic method (including fax transmission) I will retain only a single paper copy and destroy any electronic copies after printing.
6. I understand that if this declaration is false in a material particular the copy supplied to me will be an infringing copy and that I shall be liable for infringement as if I had made the copy myself.

I agree to the terms of the copyright declaration and to the ILL request terms and conditions. ([click here to view](#))

Upon completing your online request by clicking the 'Confirm Item Request' button, your request will be automatically sent to the Document Delivery team for processing. Please note, some items cannot be copied or borrowed from other libraries. We will let you know if we have difficulty obtaining your request and you can check on the progress of your request via My Account in the Library catalogue.

Further guidance on using the document delivery service is available from the library website at <http://library.ulster.ac.uk/documentdelivery>.