

Transcript: How to Request Research Materials

In this video, you will learn how to request local library items for pick-up and items that UNB Libraries do not have.

You can search our local holdings in our library catalogue UNB WorldCat where you can request items for pick-up. Go into the library record, and click the red “Request” button, under “Check Availability.” Log in with your university credentials - the same ones you use to check your university email. Choose the edition and/or volume you need and select a pick-up location. You will receive an email notifying you when your item is ready to be picked up.

To search beyond UNB Libraries’ holdings, change the catalogue setting to “Libraries Worldwide.” To request items outside of UNB Libraries’ collection, go to the book’s or the article’s detailed record and select the red “Request” button under “Check Availability.” This takes you to the document delivery login screen. After you log in, you will see that the form is already filled out with information for the item you want to order.

At this point, look over the information to make sure it is correct, select a pickup location, confirm that you have read the copyright compliance information at the bottom of the page, and submit your request.

Another way to get materials from other libraries is to select the “document delivery” option on the library’s home page, under Quick Links, and fill out the document delivery request form. To get to the form, check the box, and select “I agree.”

On the login page, you need to select whether you want to request a book or an article and then log in with your UNB username and password; the same ones that you use to check your UNB e-mail.

Enter as much bibliographic information as you can. Be sure to check that all the details are correct for your request.

Read the copyright compliance information, check the box at the bottom of the page, and submit your request. The library will notify you when your item is ready to be picked up. In the case of articles or chapters, you will receive online access to the content.

There may be a cost associated with your order. If this is the case, the library will always contact you and you can decide to either cancel your order or to pay part of the cost.

In this video, you have learned how to request local library items for pick-up and items that UNB Libraries do not have.

If you have any questions, talk to us via the Ask Us chat on the library’s home page (lib.unb.ca).