Requesting Macquarie Collection items for Home Delivery –
Step by step guide

*Note – Home Delivery service is available for Macquarie University Staff and Students with a home address outside of Sydney Metro area (and within Australia). If you have recently moved, please update your address with University HR/Student Centre. Please allow up to 1 business day for the new address to be reflected in the library system.

1. Go to Library Homepage (http://www.mq.edu.au/about/campus-services-and-facilities/library)

2. Click on “MyLibrary” and sign in with your MQ OneID and Password (see 2.1). If sign in is successful, you will see your name appear towards the top of the webpage (see 2.2);

2.1

Library

MultiSearch

2.2
3. If you are requesting a **loan of a physical item** held by the Library to be posted to your home address, follow the steps below:

   a. Perform a search in MultiSearch. You can refine your search using the facets on the left hand side, such as Resource Type, Subject Keywords, Date, Language and Genre.

   ![MultiSearch](image1)

   b. Once the resource is found, click on the **“Request”** link as below

   ![Request Link](image2)
c. If you are eligible for Home Delivery service, in the Pickup Location dropdown box, you can choose “On Campus – Macquarie” or “Personal Delivery – Home Address”. Click on Request to complete the request.

*Note
- If you have fines and/or overdue items, the library will not be able to process the home delivery request;
4. If you are requesting a **digital copy of an article/book chapter** held by the **Library**, once you have located the item follow the steps below:

   a. Click on the "**Interlibrary Loan Request**" link
b. Check the details on the pre-populated form, and **add the chapter or article details.**

**Resource Information:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation type:</td>
<td>Book</td>
</tr>
<tr>
<td>Title:</td>
<td><em>Hello avatar: rise of the networke</em></td>
</tr>
<tr>
<td>Author (Last name, first name):</td>
<td><em>Coleman, Beth.</em></td>
</tr>
<tr>
<td>Specific Edition Only:</td>
<td>☑</td>
</tr>
<tr>
<td>Edition:</td>
<td></td>
</tr>
<tr>
<td>LCCN:</td>
<td>2010042676</td>
</tr>
<tr>
<td>OCLC Number:</td>
<td>768293002</td>
</tr>
<tr>
<td>Publisher:</td>
<td>MIT Press</td>
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<tr>
<td>Publication date:</td>
<td>c2011</td>
</tr>
<tr>
<td>Place of publication:</td>
<td>Cambridge, Mass. :</td>
</tr>
<tr>
<td>Additional Author (Last name, first name):</td>
<td></td>
</tr>
<tr>
<td>Volume:</td>
<td></td>
</tr>
<tr>
<td>Part:</td>
<td></td>
</tr>
<tr>
<td>Chapter:</td>
<td><em>Chapter 2</em></td>
</tr>
<tr>
<td>Source:</td>
<td>info:sid/primo.exlibrisgroup.com-M</td>
</tr>
<tr>
<td>Series Title Number:</td>
<td></td>
</tr>
<tr>
<td>Pages to photocopy:</td>
<td></td>
</tr>
</tbody>
</table>
c. Review the delivery information details

**Delivery Information:**

- **Format:**
  - Physical
  - Digital
  - Physical non-returnable
- **Requested Media:**
- **Pickup/delivery location:**
  - Home Address
- **Not Needed After:**
  - 31/08/2016
- **Comment:**
- **Maximum fee: (AUD):**
- **Level of Service:**
- **Language:**

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d. A copyright statement is available and you must read and agree to abide by its restrictions prior to placing the request. Click on Request to complete the request;

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Copyright:

Request for document made under Section 49 of the Copyright Act 1968

By accepting the following, I declare that all copies requested by me under this agreement are required for the purpose of research or study, will not be used for any other purpose, and have not previously been supplied to me by the library.

By accepting the following, the library may treat as signed by me any request and declaration made under subsection 49(1) of the Act whilst logged into this system via my personal username and password.

I understand that it is an offence under section 201F of the Act to make a declaration under section 49 that I know, or ought reasonably to know, is false or misleading in a material particular, and I will not allow any request to be signed in the manner described above without my authority.

I have read the above statement and agree to abide by its restrictions

[Request][Cancel]

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e. The file will be sent to your email address