

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

Books, articles & more	Databases	Unit readings	Past exam papers
<input type="text"/>			
MyLibrary Journals A-Z Search Google Scholar			Advanced Search

2.2

The screenshot shows the Macquarie University MultiSearch library homepage. At the top left is the Macquarie University logo and name. The main heading is "MultiSearch". On the right, there is a search bar with "Google Custom Search" and a "SEARCH" button. Below the search bar, there are navigation links: "Library", "New Titles", "Macquarie Home", "Students", and "Staff". At the bottom, there is a dark red navigation bar with the following items: "New Search", "Tags", "Journals A-Z", "Interlibrary Loan", "Lok Hang Wai" (highlighted in yellow), "★ e-Shelf", "MyLibrary", and "Sign out".

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.

The screenshot shows the Macquarie University MultiSearch interface. The search term 'marketing' is entered in the search bar. The results are sorted by Relevance. The first result is 'Marketing / Kotler, Burton, Deans, Brown, Armstrong.' with 6 versions. The second result is 'Marketing.' with 2 versions. The third result is 'Marketing / Michael J. Etzel, Bruce J. Walker, William J. Stanton.' with 1 version. The interface includes navigation tabs like 'New Search', 'Tags', 'Journals A-Z', 'Interlibrary Loan', and 'Lok Hang Wai'. There are also links for 'Personalize your results', 'Show bX Hot Articles', and 'Expand My Results'.

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

Harry Potter and the Chamber of Secrets / J.K. Rowling ; illustrations by Mary GrandPré.
 Thorndike, Maine: Thorndike Press, a part of Gale Cengage, 2003
 When the Chamber of Secrets is opened again at the Hogwarts School for Witchcraft and Wizardry, second-year student Harry Potter finds himself in danger from a dark power that has once more been released on the school.

● Available at Macquarie University Library Curriculum Collection (Level 1) (PZ7.R79835 H362 2003)

The screenshot shows the 'Request' link for the book 'Harry Potter and the Chamber of Secrets'. The interface includes tabs for 'Hold/ARC Request', 'Details', 'Locations', 'Tags', and 'Virtual Bookshelf'. The 'Request Options' are 'Request' and 'Interlibrary Loan Request'. The location is 'Macquarie Curriculum Collection (Level 1) PZ7.R79835 H362 2003'. The availability is '(1 copy, 1 available, 0 requests)'. The table below shows the record details:

Barcode	Type	Policy	Description	Status
32109024689573	Book	16 Week Loan		Item in place

- 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.

The screenshot shows the Macquarie University MultiSearch interface. At the top, there is a navigation bar with links for Handbook, Library, Campus Map, and Macquarie Contacts. Below this is a search bar with a dropdown menu set to 'Library' and a 'SEARCH' button. A secondary navigation bar includes links for New Titles, Macquarie Home, Students, and Staff. A third navigation bar contains 'New Search', 'Tags', 'Journals A-Z', 'Help', 'Lok Hang Wai', 'e-Shelf', 'MyLibrary', and 'Sign out'. Below the navigation is a search filter bar with tabs for 'Books, articles & more', 'Databases', 'Unit Readings', and 'Past exam papers'. The main content area displays search results for 'Harry Potter and the Chamber of Secrets' by J.K. Rowling, including a description and availability information. Below the search results is a 'Hold/ARC Request' form with tabs for 'Details', 'Locations', 'Tags', and 'Virtual Bookshelf'. The form contains fields for 'Material Type', 'Terms of Use', 'Pickup Location*', 'Not Needed After', and 'Comment'. The 'Pickup Location*' dropdown menu is open, showing options: 'On Campus', 'Macquarie', 'Personal Delivery', and 'Home Address'. There are 'Cancel' and 'Request' buttons at the bottom of the form.

***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

● **Online access. The library also has physical copies.**

View Online **Hold/ARC Request** Details Locations Tags Virtual Bookshelf

Macquarie University Save/Share ▾ 🔗 ✕

Request Options: [Request](#) | **[Interlibrary Loan Request](#)** |

Location Macquarie Level 1 / Level 2 BD331 .C565 2011 [Hide Details](#)

Availability: (1 copy, 1 available, 0 requests)

1 - 1 of 1 Records

Barcode	Type	Policy	Description	Status
32109019877332	Book	16 Week Loan		Item in place

- b. Check the details on the pre-populated form, and **add the chapter or article details**.

Resource Information:

Citation type:	<input checked="" type="radio"/> Book <input type="radio"/> Article
Title:	Hello avatar : rise of the networke
Author (Last name, first name):	Coleman, Beth.
Specific Edition Only:	<input checked="" type="checkbox"/>
Edition:	
ISBN:	0262015714 (hardcover : alk. pape
LCCN:	2010042676
OCLC Number:	768293002
Publisher:	MIT Press
Publication date:	c2011.
Place of publication:	Cambridge, Mass. :
Additional Author (Last name, first name):	
Volume:	
Part:	
Chapter:	Chapter 2
Source:	info:sid/primo.exlibrisgroup.com-M
Series Title Number:	
Pages to photocopy:	



c. Review the delivery information details

Delivery Information:

Format: Physical Digital Physical non-returnable

Requested Media:

Pickup/delivery location:

Not Needed After:  

Comment:

Maximum fee: (AUD)

Level of Service:

Language:

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;

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 203F 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

e. The file will be sent to your email address