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.


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

Search MultiSearch...

Online articles, eJournals, eBook

2.2

MyLibrary

Loans

Fine + fees

Blocks + messages
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.

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

   a. Click on the “Interlibrary Loan Request” link.

   b. Fill the form to add the chapter or article details.

   c. Review the delivery information details.
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.

e. The file will be sent to your email address.