

Meet the Staff!



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No matter where your learning
takes you...



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Antioch University
Interlibrary Loan/Document Delivery Service

Connecting you with the information
you need, wherever you need it.

Who?

All **current** Antioch University students, faculty, and staff may request items through this system. We cannot process new requests for patrons with overdue Interlibrary Loan materials. Alumni: please use your current educational institution or local public library.

What?

You can request any items that **support your research and educational needs**: books, chapters from books, articles, dissertations, DVDs, videos, etc. Please place requests for leisure reading through your local public library.

How?

Use the form available on our website to request items through Interlibrary Loan. Since all requests are tracked individually, submit a separate form for each item requested. We will process up to 10 requests per person per week.

Cost?

Our service is free! If you are not able to return items in person you are responsible for postage or shipping fees. All items must be returned to Antioch, not the lending library, so they can be properly cleared from your account. A replacement fee will be charged for lost or damaged items.

How Quick?

You should **allow two weeks**, but it depends on what the item is and where it's coming from. Very often documents arrive electronically, so it might be only a matter of **a day or two** between the time of your request and its arrival. A notice is sent to your First Class email to let you know documents are ready to download via the web. Physical items, like books, videos, and dissertations, can take longer. **Get your requests in as early as possible!**

Renewals

We are not able to routinely provide renewals since due dates are set by the lending library and can range from 7 days to 6 weeks. Use and return items promptly. Contact the We Deliver! staff if you have questions regarding due dates or need an extension.

Distance Student?

Physical items, such as books or videos, can be mailed to you. Select "mail to me" option for delivery when filling out the form. All copies (chapters, articles, etc.) will be available in PDF format for online pickup through your We Deliver! account.

Speed Your Research!

You may not need to wait!

Before ordering material through our service, please check your campus library catalog and journals list.

Research Help...

Your local campus reference librarians are trained to help you find what you need.

Leadership and Change

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New England

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