



University
of Windsor

***Policy Title:** Interlibrary Loan - Order books and articles not at Leddy Library with RACER

Policy Number:

***Date Established: [original date of approval]** July 1, 2019

***Office with Administrative Responsibility:** Leddy Library

***Approver:** Leddy Library

***Revision Date(s): [fill this in each time an amendment is approved]**

Introduction /Background / Purpose

To outline how library patrons can order books or articles not at Leddy Library with RACER.

Application / Scope of Policy

RACER is the Interlibrary Loan service of the Leddy Library that delivers texts from other libraries when the material is not available at the University of Windsor.

We are now offering electronic document delivery of articles to all our registered patrons. Print articles will no longer be available at the main circulation desk.

Only active University of Windsor students, staff and faculty are allowed to use this service. Law students must register at the Paul Martin Law Library.

- [Connect to RACER](#)
- Register: New to RACER? [Create your account](#)
- Forgot your password? Has your account expired? - Please contact our Interlibrary Loan office by phone (519 253 3000 Ext 3195) or by email (racer@uwindsor.ca).
- Want to suggest a book or other item for purchase to our librarians? Find your subject librarian's email address [here](#).

Ordering Films and Videos

Faculty members who wish to order films and videos from other libraries may email videolibborrow@uwindsor.ca. Be sure to include in your request the title of your video, the date you are showing the video, or the date you wish to preview the video.

1. Confirm materials are not available on campus

Check the [Library Catalogue](#) to determine if your article or book is already available before using RACER. If you are looking for an article, also [Browse Online Journals](#) to confirm that the article is not available online.

2. Click to connect to [RACER](#)

Your password is the one you created upon registration. If you cannot remember your password please email RACER@uwindsor.ca or call the Interlibrary loans office at 519-253-3000 ext. 3195.

3. Pick up your materials

Please note that you must pick up books ordered through RACER at the front desk of the Leddy Library. Articles will be delivered by email.

- You will be notified via e-mail when your materials are available.
- You will be able to access the delivered articles 7 days – and you will be restricted to opening the document a maximum of 3 times during these 7 days.
- You will be required to present a valid Leddy Library card (or letter of consent) when picking up materials.
- All borrowed material from external libraries is tracked through our Leddy circulation system. Lost book bands will result in a \$5.00 fine.

4. Returning Materials

Return materials to the Library's [Circulation Desk](#).

5. Fines

Interlibrary loan material is subject to the same fine policy as Leddy Library Materials. All fine/charges will be added to the patron's record. Document delivery requests for faculty, graduate students and staff are subsidized by the library up to \$25 (excluding rush charges and additional surcharges/fees).

6. For more information and assistance, contact the Interlibrary Loans Office:

Email: racer@uwindsor.ca
Phone: 519-253-3000 ext. 3195
Fax: 519-973-7076

Cross References (May include Procedures and Forms Related to the Policy[^])

Leddy Library Fines