

NATIONAL UNIVERSITY Learning Resource Center

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DOCUMENT DELIVERY SERVICE



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DOCUMENT DELIVERY SERVICE

Refers to the process of providing LRC users with copies of requested documents either in physical or electronic in format.

Fair Use of the Copyright law applies.











@nu_lrc







REQUEST A PHYSICAL OR ELECTRONIC COPY OF BOOK - The LRC user shall request a physical or electronic copy of the book available in the LRC.



SEND REQUEST - The LRC users shall send their requests through the official LRC email and social media pages.















ACCOMPLISH THE ONLINE DOCUMENT DELIVERY FORM AND ACKNOWLEDGEMENT RECEIPT - If the LRC user selects the physical copy, the Readers' Services Librarian/in-charge shall send the Online Document Delivery form and Acknowledgement Receipt to be accomplished.



PROVIDE PICK-UP LOCATION DETAILS - The Readers' Services Librarian/in-charge shall provide the pick-up location details.

















PROCESS THE DELIVERY SERVICE - The LRC user shall arrange for a delivery service booking.

Note: The LRC user is responsible for covering the associated booking fee. Once the book is entrusted to the delivery rider, the LRC user assumes liability for any loss or damage to the book.



INFORM UPON RECEIPT OF THE BOOK - The LRC users shall inform the Readers' Services Librarian/in-charge upon receipt of the book.



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ACCOMPLISH THE ONLINE DOCUMENT DELIVERY FORM - If the LRC user selects the electronic copy, the Readers' Services Librarian/in-charge shall send the Online Document Delivery form to be accomplished.



SEND THE SCANNED DOCUMENT - The Readers' Services Librarian/in-charge shall notify the LRC user of the scanned document.

Note: Copyright law applies.



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NOTIFY THE LRC USER - If the book is unavailable or on loan, the Readers' Services Librarian/in-charge shall notify the LRC user.



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