

# **Oklahoma City University Dulaney-Browne Library Document Delivery Policy**

Dulaney-Browne Library provides on campus document delivery service for Faculty and Staff of materials owned by the library. There is no charge for this service.

Faculty and staff may have materials owned by DBL delivered to their offices. By submitting a request from the DBL homepage, faculty and staff may request delivery of any book owned by DBL, and photocopies of articles contained within the library's periodical collection. Items not owned by DBL will be forwarded to ILL for further processing.

Our goal is to deliver the requested material the same day they are received. The journal requests may be faxed to the individual requesting them and the books will be hand delivered.

If the item you request is checked out you will be notified and will have the option of placing a hold on the item. You may place a "hold" on an item by either filling out a "hold" request form through the online catalog (Click on the "Request" button) or by asking at the Circulation Desk on the first floor of the Dulaney-Browne Library.

## **Procedures:**

- 1) Use the Dulaney-Browne Library Catalog to find out if the material you need is owned by DBL and available.
- 2) Use the appropriate online request form to request your material.
- 3) Fill in the blanks on the form needed in order to accurately identify the item.  
Your information must include your OCU ID number, e-mail address, office phone number. Complete citations are required. Filling in the blanks completely with accurate information will speed up the process. For books, you need to provide the title, author, and call number. For articles, you should provide the author, title of the article, name of periodical, volume number, date and pages.
- 4) Use the comment box provided to indicate "Dulaney-Browne Express" for material located in DBL.
- 5) Click "Send" and your request will be processed.
- 6) Once your request is received and verified the material will be processed for delivery.

DBL books will be checked out to you by using your OCU ID number.

NOTE: Undeliverable materials will be held for one week and then returned to circulating status and photocopies destroyed.

## **Copyright Compliance:**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

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