

Document Delivery and Interlibrary Loan Services for MLIP Students

The Simmons College Library is committed to ensure the seamless delivery of services to all of its community and to provide equal library services and resources to both the distance learning and on-campus communities.

Before requesting materials be sure to check Simmons's catalog ((<http://library.simmons.edu/search>) and Google Scholar (<http://scholar.google.com/>) for e-books, articles, or dissertations.

1. Requesting Material from Simmons College Library (Document Delivery)

Books and Media (Including Print Dissertations)

How to request: Find the item in the Catalog (<http://library.simmons.edu/search>) and click on the "Place Hold" button. Select "Distance Program Non GSLIS West" as your pickup location.

How it is delivered: The item will be mailed to you at your home, normally within two business days. Please be sure that your address is current in AARC (<https://connection.simmons.edu/aarc>).

How to return: Mail the item to:
Simmons College Library Circulation
300 The Fenway
Boston MA 02115.

Articles from Print Periodicals

How to request: Place a request for the article using the Interlibrary Loan system (<https://libfs3.simmons.edu/illiad/>). Use the "Article" request form and fill in as much citation information as possible. Be sure to indicate in the "Notes" field that you are a student in a distance learning program; otherwise, your request may be canceled.

How it is delivered: You will be notified via email when the article is ready to access electronically as a PDF through your ILL account.

2. Requesting Material from Other Libraries (Interlibrary Loan)

Books and Media (Including Print Dissertations)

MLIP students are encouraged to use their own libraries' interlibrary loan services for books and media in order to expedite delivery. If this is not possible, then the Simmons Library is happy to provide interlibrary loan services.

How to request: Place a request using the Interlibrary Loan system (<https://libfs3.simmons.edu/illiad/>). Use the "Book" or "Media" request form and fill in as much citation information as possible. You can also "Request Item Through Interlibrary Loan" in WorldCat (<http://simmons.worldcat.org/>).

How it is delivered: The item will be mailed to you at your home. Please be sure your address is current by clicking on "Update Contact Info" once you are logged in the Interlibrary Loan system (<https://libfs3.simmons.edu/illiad/>).

How to return: Mail the item to:
Simmons College Library ILL
300 The Fenway
Boston MA 02115.

Articles from Print Periodicals

How to request: Place a request using the Interlibrary Loan system (<https://libfs3.simmons.edu/illiad/>). Use the "Article" request form and fill in as much citation information as possible. You can also use the orange "Find Full Text" button found in Simmons e-resources.

How it is delivered: You will be notified via email when the article is ready to access electronically as a PDF through your ILL account.

For more information on document delivery and ILL services, please see <http://www.simmons.edu/library/services/online.php>.

For assistance, please contact Simmons Library ILL at ill@simmons.edu or 617-521-2746