

## **RACER Finding Books**

This video will explain how to find a book using the Interlibrary Loan service RACER.

To find a book in RACER, use the Advanced Search.

The fastest way to find a book in RACER is to search by the ISBN, or the International Standard Book Number which uniquely identifies a book.

If you don't have an ISBN you can search for the title, author and date as well.

I'm going to do a search using the author and title of the book I am looking for by entering the information into the search boxes.

For the title, I'll use a phrase search using quotation marks.

Below the search boxes, you can choose from a number of profiles.

Each profile contains a number of searchable library collections.

It's easiest to leave the current profile as the default Ontario Universities, and I'm going to leave all of the libraries in this profile selected.

Once I click search, RACER will search all of these Ontario university library catalogues at once.

The search results tell me that only one Ontario university library has the book I'm after.

If your book doesn't show up in the search results, fill out a blank request form.

We have a short video for that too.

Before I order the book, I'm going to double check the details.

It looks like the right book.

Most importantly, I have the ISBN.

Having this really speeds up the request.

To fill out the request order form for the book I'll click "Get It" at the top of the screen.

I want to borrow the entire book, rather than having only part of the book copied for me.

Most of the form is filled in for me automatically.

If I just want part of the book, like a chapter, copied and sent to me, I'd enter those details under the Part Details heading, and select "Email Link" under Pickup Location to receive a link to the chapter via email.

The Publication Details are filled in automatically as well, including the ISBN.

If the ISBN were missing, I'd look for it in another university's library records or online.

You can leave the ISBN blank, but then your request will end up taking longer.

Under Additional Information, I tell my library how long I want them to spend searching for a copy of this book.

Leaving comments or special instructions at the bottom of the form slows things down.

Leave the section blank if at all possible.

And finally I'll select the delivery location from the dropdown menu at the bottom of the form.

From here, all I need to do is click on "Request" to initiate the order.

I will receive a notification by email when my request has been filled and the book is ready for pick up.

If you have any trouble with this process, just contact the Library!