REQUESTING AN ARTICLE FROM DOCUMENT DELIVERY STEPS


1. You can request this journal article through Document Delivery by first going to [http://umanitoba.ca/libraries/services/docdel.html](http://umanitoba.ca/libraries/services/docdel.html)

2. You will see the following screen.

3. Click on Patron Request Form, Send via E-mail link. You will be asked to login. Enter your login information and password then click on login.
4. If it is your first time using the service, you will be asked to create a one-time user profile. It will have your email and phone number information already filled out in the form. Fill in the form and click on update.

![User Profile Form](image)

5. After your user profile is updated or you are using the service again you will be taken to the request form.

![Journal/Article Request Form](image)
6. For a journal article request the main pieces of information to fill out are:
   - Title of Publication = journal title
   - Title of Article = article title
   - Author of Article = authors names of the article
   - Volume = the journal volume
   - Issue = the journal issue if one is given in the citation
   - Pages = the page range for the journal article (starting and ending page)
   - Publication Date = year
   - Source of Information = this can be the website or database you got the citation from like Google Scholar

7. Once you have all the information typed into the form click on the checkbox at the end of the form and submit.

   ✔ Please acknowledge that you accept the institution’s conditions for placing requests.

   Submit  Reset

8. Your request typically takes 2-5 business days for journal articles.