# **Document Delivery**

Although the library has made every effort to negotiate licenses to third-party publisher and vendor content to meet the learning, teaching, research, and scholarship needs of authorized users of the college, from time-to-time, access to the full-text of a journal article or a chapter within a book may not be available through licensed content. Document Delivery is a service that allows authorized users to request the full-text of a journal article or a chapter from a book that is not otherwise accessible to such users.

Requests through document delivery can be made by authorized users (i.e., current faculty and students of the college) for the purpose of personal education and research only.

Faculty who wish to request access to content for posting to the college's learning management system need to contact the Manager, Library Services directly.

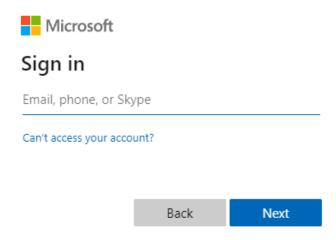
Faculty and students cannot request content for the use of treatment of a patient in a private practice.

# **Signing In to your Library Account**

To access your library account, click on the following link:

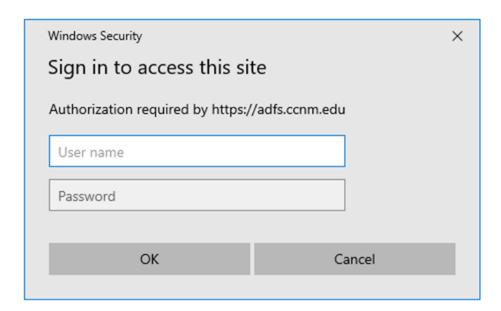
https://ccnm.insigniails.com/Library/Login

You will then be prompted to enter your college provide e-mail account.



Next, enter your username (i.e., everything before @ndnet.ccnm.edu or @ccnm.edu) and the password used to log into your college-provide Microsoft Outlook account.

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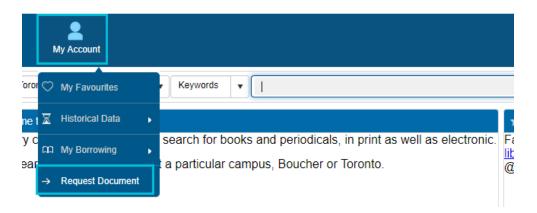
If you do not remember your password, please e-mail <a href="ishelpdesk@ccnm.edu">ishelpdesk@ccnm.edu</a>.

Your name should now appear in the upper, left-hand corner of the screen, indicating that you have logged in.

### **Library Account – Request Document**

Place your cursor over My Account. A drop-down menu will appear. Select, "Request Document".





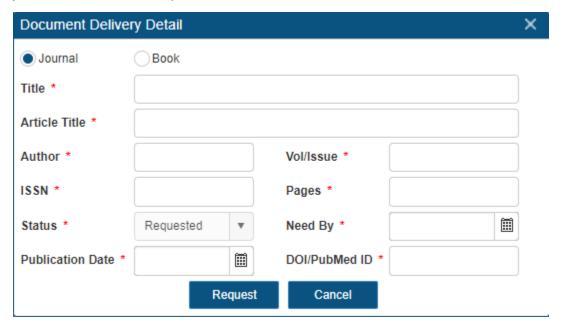
The Request Document screen is where you can request document delivery, as well as review previous document delivery requests.

### Request

To request document delivery, click on "Request" to the right-hand side of the window.



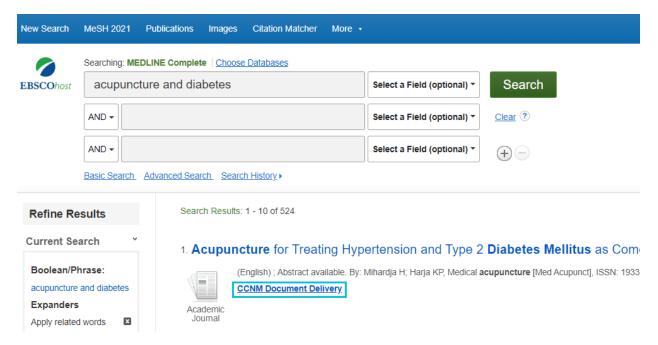
You also have the option, by use of the radio buttons, to submit a request for either a journal article or a chapter from a book.



Please Note: All fields with a red star are required fields.

#### Request - EBSCO Database

If you are searching an EBSCO database and wish to submit a document delivery request, you will click on the "CCNM Document Delivery" option below each search result. You will then follow the steps for submitting a document delivery request within your library account.

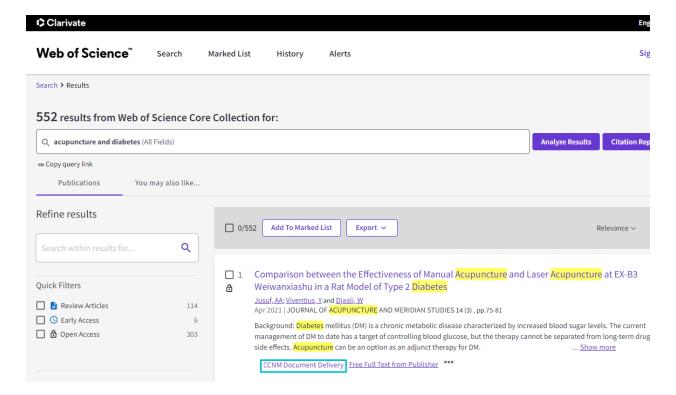


The following are databases the College licenses from EBSCO:

Alt Health Watch
APA PyschARTICLES
APA PyschInfo
Biomedical Reference Collection
CINHAL Complete
Health Source – Consumer Edition
Health Source – Nursing/Academic Edition
MEDLINE Complete

## Request - Web of Science

If you are searching Web of Science and wish to submit a document delivery request, you will click on CCNM Document Delivery. You will then follow the steps for submitting a document delivery request within your library account.



#### **Delivery of Document**

All documents will be delivered as a PDF file to the user's college-provided e-mail account.

As per the <u>Canadian Copyright Modernization Act (S.C. 2012, c.30)</u>, the e-mailed PDF document is to be used solely for the purposes of research, private study, or education. Any other use may require the authorization of the copyright owner of the work in question.

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