

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 into your Library Account

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

<https://ccnm.insignails.com/Library/Login>

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



Sign in

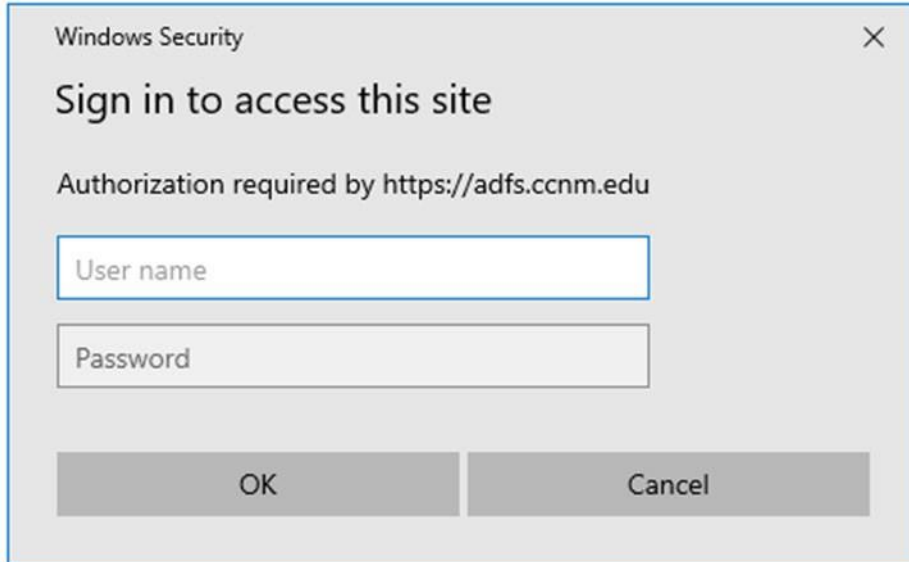
Email, phone, or Skype

[Can't access your account?](#)

Back

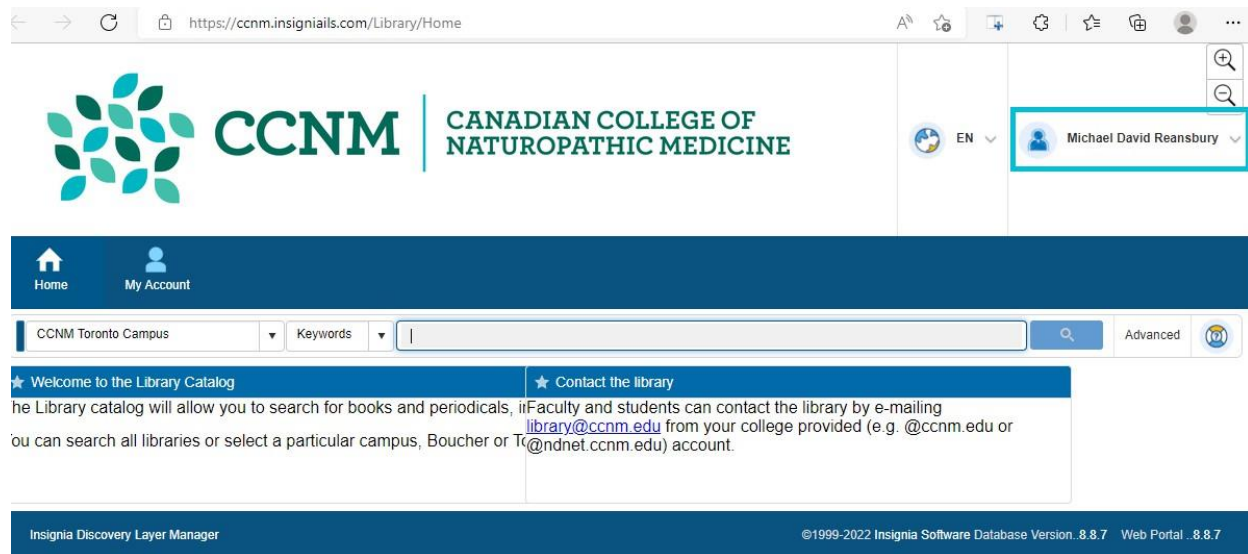
Next

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



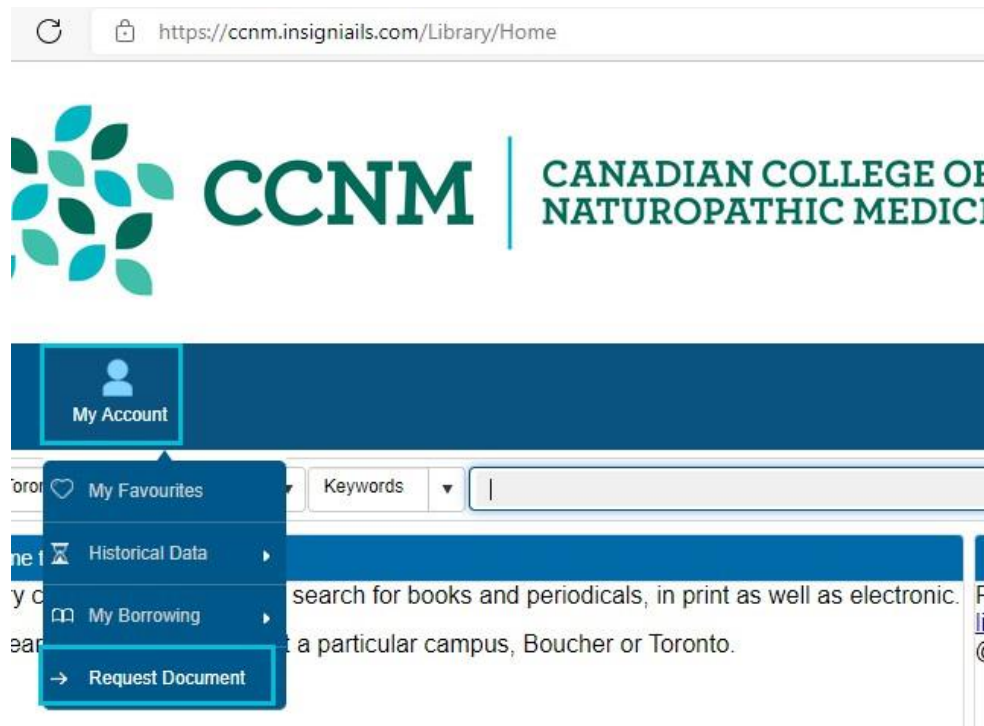
If you do not remember your password, please e-mail ishelpdesk@ccnm.edu.

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



Library Account – Request Document

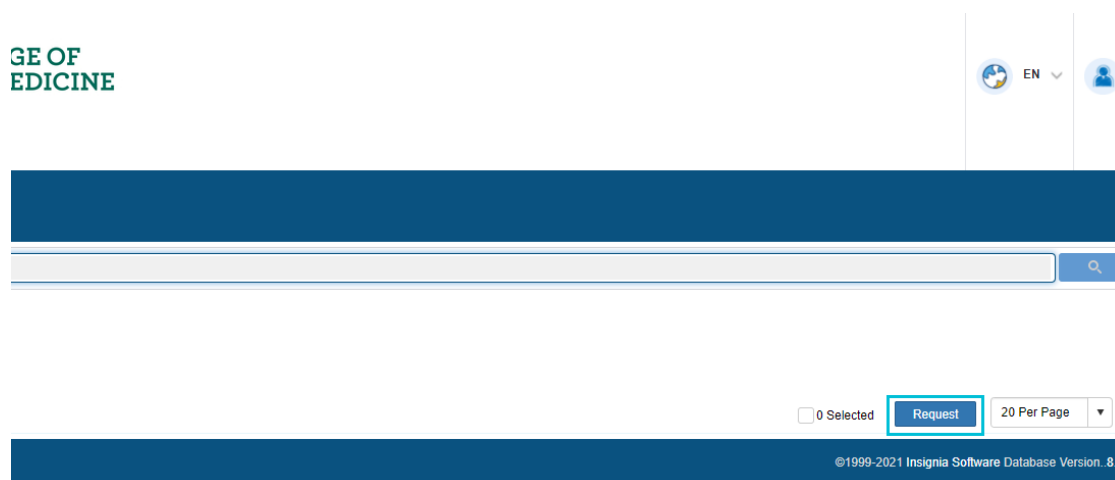
Place your cursor over My Account. A drop-down menu will appear. Select, “Request Document”.



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

Document Delivery Detail
✕

Journal Book

Title *

Article Title *

Author * **Vol/Issue ***

ISSN * **Pages ***

Status * Requested ▼ **Need By ***

Publication Date * **DOI/PubMed ID ***

Request
Cancel

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.

New Search
MeSH 2021
Publications
Images
Citation Matcher
More ▼

Searching: MEDLINE Complete [Choose Databases](#)

Select a Field (optional) ▼ Search

AND ▼ Select a Field (optional) ▼ [Clear](#) ?

AND ▼ Select a Field (optional) ▼ + -

[Basic Search](#) [Advanced Search](#) [Search History](#) ▶

Refine Results

Current Search ▼

Boolean/Phrase:
acupuncture and diabetes

Expanders
Apply related words ✕

Search Results: 1 - 10 of 524

1. **Acupuncture** for Treating Hypertension and Type 2 **Diabetes Mellitus** as Com

(English) ; Abstract available. By: Mihardja H; Harja KP, Medical **acupuncture** [Med Acupunct]. ISSN: 1933

CCNM Document Delivery

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 with Full Text

Request – OVID Database

If you are searching an OVID database 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.

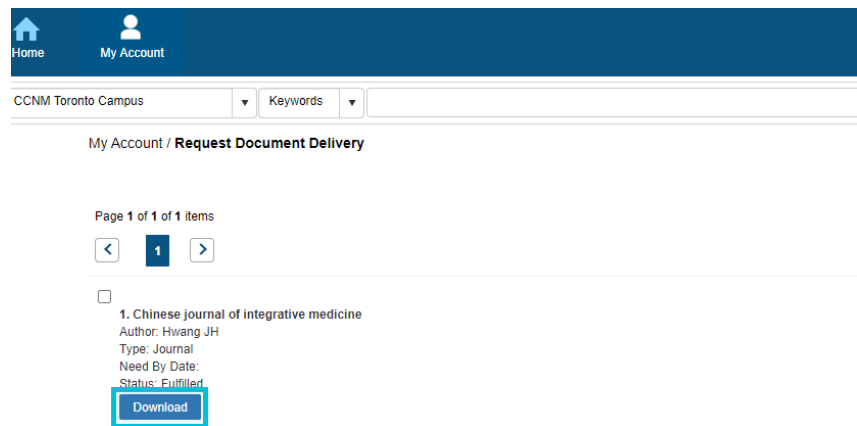
The screenshot displays the Ovid search interface. At the top, there are navigation links for 'Search', 'Journals', 'Books', 'Multimedia', 'My Workspace', and 'What's New'. Below this, a search history section shows 'Search History (1)'. The main search area includes tabs for 'Basic Search', 'Find Citation', 'Search Tools', 'Search Fields', 'Advanced Search', and 'Multi-Field Search'. A search bar contains the text 'Enter a complete Subject Heading, and press the Search button'. Below the search bar, there are 8 resources selected, including 'EBM Reviews - Cochrane Database of Systematic Reviews' and 'EBM Reviews - ACP Journal Club'. The search results section shows a list of results, with the first result being 'Pharmacological and mechanical interventions for labour induction in outpatient settings.' by Vogel, Joshua P. Osoti, Alfred O. Kelly, Anthony J. Livio, Stefania. Norman, Jane E. Alfirevic, Zarko. The result is a 'Systematic Review' with the AN: 00075320-100000000-06278. The 'Document Delivery' link is highlighted in blue. The interface also includes a 'Search Information' sidebar on the left and a 'Table of Contents' sidebar on the right.

The following are databases the College licenses from OVID:

Evidence-Based Medicine Reviews (access to Cochrane)
LWW Total Access Collection
MEDLINE (Ovid)

Accessing Delivered Document

When the article requested is available, you will download the article from My Account > Request Document.



Document Delivery Requests and Copyright

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