

## Request Library Resources through Document Delivery/Interlibrary Loan

As faculty, students, and staff of Texas Tech you have access to TTU University Libraries collections. Document Delivery allows users to request items held by TTU Libraries and libraries around the world, and for non-Lubbockites these items will either be available electronically or mailed to a personal address.

### **Register for Document Delivery:**

1. From the Library homepage click on Search & Check Out → Request Items → Document Delivery or go to <https://www.depts.ttu.edu/library/docdel/>
2. Sign in using your eRaider
3. In your Personal Information make sure to select your status as TTU Distance Patron

\*Patrons are responsible for books that are lost, when the books are shipped to the wrong address. If you move, make sure you update your address and email Document Delivery at [libraries.docdel@ttu.edu](mailto:libraries.docdel@ttu.edu) to ensure it has been correctly updated in the system.



### **Manage Your Requests:**

After you make a request, you can check the status in “Pending Requests.” Journal articles will mostly be delivered electronically. When the article is available you will receive an email and you can download the materials from “Electronically Received” for a limited time.

Books and other print materials will be sent via FedEx to your Document Delivery registered address. Loan periods vary; due dates can be viewed in “Checked Out/Renewed”

A screenshot of the Document Delivery interface. It features three main sections: 'Make A Request', 'Received Requests', and 'Pending Requests'. The 'Make A Request' section includes icons for various document types: Journal/Article, Book, Book Chapter, Conference Paper, Patent, Report, Thesis, Standards Document, and Media. The 'Received Requests' section has two buttons: 'Electronically Received' and 'Checked Out/Renewed'. The 'Pending Requests' section shows a table with columns for Transaction, Type, Title, Author, and Status, and a message 'No Requests'.

### **Return an item:**

Request a FedEx prepaid shipping label from:

Document Delivery  
[libraries.docdel@ttu.edu](mailto:libraries.docdel@ttu.edu)  
Monday-Friday 8am-7pm (806)742-2239

Need more time? You need to request a renewal at least three days prior to the due date.

Late or Lost Books? If a book is more than 21 days late, it will be declared lost. Once declared lost you will be charged \$125 per book for a TTU-owned book. When the book is returned, your account will be credited \$115, but you will be responsible for a \$10 processing fee. The fine for lost books that were loaned by non-TTU Libraries is \$225. Patrons are encouraged to contact the Document Delivery, as some libraries will accept a replacement copy in lieu of the lost volume.