Did You Know?

You can get articles and/or book chapters you need for your courses through USC Libraries' Integrated Document Delivery (IDD) service?

TIME SAVING TIP #1:

Easy step by step instructions to help save you time if you need a book chapter(s) or articles scanned into a pdf.

Here are the step by step instructions:

Have your list of book chapters and/or articles you need handy to refer to while you're filling out the form.

- **One way to get to the IDD request form** is via this link
  - [http://usc.illiad.oclc.libproxy2.usc.edu/illiad/illiad.dll?Action=10&Form=23](http://usc.illiad.oclc.libproxy2.usc.edu/illiad/illiad.dll?Action=10&Form=23)
  - *Keep in mind you will have to log in with your USC username and password (same as your email login info)*
- You might be asked to quickly create an account but most likely you won't be asked this
- A menu list will appear along the left
- Scroll until you see **Scan & Deliver**
- Select one of the following: **Article, Book Chapter, Conference Paper**
- For example, you select Book Chapter, a Book Chapter Request Form will pop up
- Fill out the form (using the list you created for yourself) as much as possible, in other words fill in as many of the boxes of the form as you are able to
- Once you are done select **Submit** at the bottom of this page
- Do this for all of your items (articles, book chapters, etc.)
- After you submit your request, IDD will find the book chapter or article, scan into a pdf and email you a link within 24-48 hours usually.
~ BELOW IS AN EXAMPLE OF A BOOK CHAPTER REQUEST FORM ~

Book Chapter Request

Enter the complete citation information below and press the Submit Request button below to send.

Due to copyright restrictions, we cannot deliver more than two chapters/articles from any one book or journal issue. Please see our Copyright Policy for details.

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Item Information

**Book Title**

Please do not abbreviate unless your citation is abbreviated.

**Chapter Title**

Note chapter/pa request.

**Chapter Author(s)**

**Pages**

**Year**

**ISBN**

**OCLC Number**

The OCLC number is a unique accession number used to search for records in WorldCat.

**Publisher**

**Place of Publication**

**Edition**

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Other Information

**Not Varied after date**

Click here for information on turnaround time.

**31/03/2019**

Will you accept the item in a language other than English?

If yes, specify acceptable languages in the notes field.

**No**

**Additional Information and/or Special Instructions**

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Submit Request  Cancel

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IDD Guide

http://libguides.usc.edu/idd

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other institutions. We work with a global network of libraries to share resources and support scholarly research for faculty, staff, and students. IDD offers the following distinct services:

**Interlibrary loan (ILL)** is USC Libraries' service that obtains books, dissertations, government documents, audio-visual resources, and other physical materials not owned or otherwise unavailable from USC.

**Scan & Deliver** is USC Libraries' service that provides articles, book chapters, and other documents that are delivered electronically. This service is available to all students, staff, faculty, and distance users.

**Home Delivery** is USC Libraries' service that provides books that are delivered to distance faculty and students enrolled in a distance-based program.

Please explore each page on this guide for a breakdown of all our services, policies, and other details.

IDD also manages **Course Reserves**. Please see our Course Reserves Libguide for more information.

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🇺🇸 USC Philosophy Library

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FRI 9:00-4:45pm

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