

## Document Delivery Guide

HPU Libraries now offers document delivery for **HPU faculty** of library materials, excluding media equipment and printing services orders. Please follow the guide below to make a request for materials.

1. Navigate to your desired material in the online library catalog (WMS).



### Citizen Kane

Author: [Orson Welles](#); [Herman J. Mankiewicz](#); [Joseph Cotten](#); [Dorothy Comingore](#); [Agnes Moorehead](#); [B. All authors](#)

Publisher: Burbank, CA : Warner Home Video, ©2001.

Edition/Format: DVD video : English : Two-disc special ed.; standard format [View all editions and formats](#)

Database: WorldCat

Summary: Citizen Kane: The story of Charles Foster Kane, a newspaper tycoon whose life is investigated by a magazine reporter trying to discover the meaning of Kane's dying word: "Rosebud".

2. Make sure that the item is **available** for check out in the catalog. If the item is available, look for the button on the right hand side of the screen labeled "InterLibrary Loan Request / Faculty Delivery." Click on this button.

InterLibrary Loan Request / Faculty Delivery

3. Log into ILLiad using your HPU username (with no @highpoint.edu at the end) and password. If it's your first time using ILLiad, it will ask you basic questions to set up your profile.

### ILLiad Logon

HPU Email Username

HPU Email Password

Logon to ILLiad

4. Once you are in ILLiad, the item in the catalog that you were looking at it will appear in the digital article request form.

**Article Request** \* Indicates required field

Enter information below and press the Submit Information button to send.

**Describe the item you want**

\* Title (Journal, Conference Proceedings, Anthology)  
Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number or Designation

Month

Year

Inclusive Pages

ISSN/ISBN (International Standard Serial/Book Number)

If above will send request successfully

5. In the notes field, please tell us where you would like HPU Libraries to deliver the item.

**Notes**

Please deliver to my office in Smith Library

Put any information here that may help us find the item, as well as any other pertinent information.

6. When you are finished, please remember to push the button at the bottom to submit your request.

**Submit Request** **Clear Form** **Cancel - Return to Main Menu**

7. Now the library will send your requested item through the HPU mail system as soon as possible. Please allow HPU Libraries 1 day to process your request.