

Curbside Pick-Up and Scan and Send

What you can request

- Library materials that are NOT available electronically
- For circulating materials (e.g. most books) use CURBSIDE
- For non-circulating materials (e.g. journal articles) use SCAN and DELIVER
 - o Scanning Requests must be copyright compliant.

How to place your requests for either service

- Through the catalogue – PREFERRED
- Go to the catalogue at <https://onesearch.library.utoronto.ca/>
- Click on “my account” and login with your UtorId and password
- Search the catalogue to find your item (choose catalogue from the drop down beside the search bar)
- For Books
 - o Click on the title
 - o Click on “get it”
 - o Select Curbside
 - o Select your pick-up location (if there are multiple locations)
 - o Click on Request
 - o You should see a banner with the words “Your request was successfully placed. You will receive an e-mail when your item is ready for pick-up.
 - o NB. Pick-up emails will be system generated. If you place 10 requests you will get 10 e-mails.
 - o To check the status of your requests – log in to your library account
- For Articles
 - o Search the journal title

- Click on the title
 - Click on “get it”
 - Select Scan and Deliver
 - If the volumes are listed– select the volume you need
 - Select Scan and Deliver, beside the volume and complete the remaining information
 - Click “send your request”
 - If the volumes are not listed, click Select Scan and Deliver at the title, and complete the citation information then Click “send your request”
 - You should see a banner with the words “Your request was successfully placed. You will receive an e–mail when the requested material is available for download.”
- Via E–mail
 - Send your request to regis.library@utoronto.ca
 - Include the following information.
 - Your name and library card number
 - For Books via Curbside; Title, Author Call Number, and volume number if applicable
 - For Articles via Scan and Send; Journal Title, volume and year; article title and page numbers.

How to pick up your request

- Curbside
- WAIT for an e–mail indicating your item is ready for pick–up
- Pick up times are Monday, Wednesday, and Friday from 10:00 am – 2:00pm
- Phone us at 416 922 5474 ext 234
- We will bring the materials out to you

- Scan and Send
- Log into your library account. The scan will be sent there, NOT to your e-mail address.

Questions: Contact us at regis.library@utoronto.ca

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