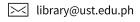


Get full-text electronic journal articles and book chapters from various subscribed databases and open & free access resources!

Document Delivery Service

To avail, accomplish the Document Delivery Form (bit.ly/USTLibDocuDelivery). Document/s requested will be sent to your Google account.





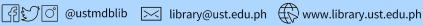


What is Document Delivery?

A library service that **obtains copies** of published articles or book chapters that are not subscribed by the library from other credible alternative sources upon library user's request.

Scanning various pages from the library's printed collection, taking strict consideration of the copyright law, is also under this service.





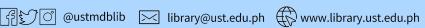
Scanning Service

How to place a request

You can place a request to scan a print material through the online **Document Delivery Form** (*bit.ly/USTLibDocuDelivery*). Materials available under this service are:

- Reserved books
- Counter's copy books
- Reference materials (e.g., dictionaries, yearbooks, etc.)
- Dilapidated books or books with brittle pages (depends on the physical condition & copyright restrictions)
- Printed journals (foreign and local)
- Thesis & dissertation
- Vertical file materials





For materials other than those aforementioned, you will be given the option to borrow by accomplishing the **Library Material Check-out Form** (bit.ly/USTLibBorrowLibMat).

- For books, one chapter but not more than 5% of the same book per term, subject to a case-by-case analysis.
- For serials, one article from the same journal issue per term.
- For thesis & dissertation, up to 15 pages only of the same title per term.

Copyright laws govern these limits, and you will be required to agree to a copyright notice when making your request via the Document Delivery Form. If necessary, we may contact you via email for clarifications on your requests.

