

## DOCUMENT DELIVERY SERVICE AT THE LATVIAN ACADEMIC LIBRARY

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### **What is Document Delivery Service?**

The Document Delivery network allows to borrow items not available in Latvia from other libraries abroad.

The advantages are:

- Speed of service - no need to wait for the post;
- Directly delivery to the workplace;
- Articles from any journal in the world.

The Latvian Academic Library was the first library in Latvia that offered its readers copies from articles from any journal in the world, papers from any scientific conference, and research reports of companies. It is a quick and easy-to-use delivery service, which supplies the users directly with copies of articles from serials or parts of books, and can make books available to them on a loan basis. The library has signed contracts for delivery of documents from the largest scientific information centres.

The best cooperation is with SUBITO.

### **What is SUBITO?**

SUBITO is the document delivery service of international libraries. Articles and books may be searched for, and ordered online.

Delivery is via e-mail, post or fax, directly to a preferred address. The order will be completed within a maximum of 72 hours.

In urgent cases, SUBITO can deliver within 24 hours.

SUBITO is the library document delivery service for articles and books.

Everyone looking for literature can access SUBITO regardless of where they are.

You can use it to research documents and to order them.

Delivery will be made promptly and directly to the desired address.

Choose from millions of titles electronically.

Several million serials and books in European libraries create an important basis for the supply of information for all the areas related to science, economy and society.

### **Ordering books:**

The search and order process in the book catalogues has the same procedure as the search and order in the SUBITO ZDB. With over 20 million entries, it is also possible to search by author and book title. You get the list of those libraries where this book is stored. Now you select a supplier library and then click on the Order link next to the supplier, on this page you get the button part copy. You put the details of the part copy in the formulary.

The book that has been ordered for loan will be sent directly by the delivering library to the customer. The lending period is about 4 weeks - the exact lending period can be seen on the enclosed delivery note. After the end of the lending period the book will be sent back directly to the delivering library by the customer as a parcel. The postal charges for the return have to be paid by the customer.

The philosophy of SUBITO is: Literature should be at the right place at the right time!

Everybody can use SUBITO on the Internet.

SUBITO's homepage address is: <http://www.subito-doc.com>.

### **TIBORDER**

The workshop about electronic document delivery system TIBORDER took place at the Latvian Academic Library 18 – 19 May, 2006.

The workshop “Your access to technical and scientific information” was held by research workers of the Hannover University Library.

On the basis of their superb holdings (more than 8.2 million volumes), today this library ranks as one of the world's largest libraries, and as one of the most efficient document supply centres. Representatives of the leading research libraries of Latvia took part in the workshop. These people deal with interlibrary book loan and informatics at their everyday work. Each participant had an individual computer and had to solve tasks assigned by the trainers.