Using the Virtual Document eXchange

Placing a request:

Before placing a request for a document delivery service:

a. Search ECU WorldSearch to see if it is already in the ECU Library collection.

b. Search the web - Google Scholar or Google - to see if it is already available online.

Adjust your settings in Google Scholar to ensure it links to ECU held items

If you are searching from home or from a network other than ECU you can amend your settings in Google Scholar so that it links to the ECU results.

How-to:

Adjusting your Google Scholar Settings

1. Go to Google Scholar Preferences (http://scholar.google.com/scholar_preferences)
2. Click on Library Links
3. Type Edith Cowan University in the Library Links text box
4. Check the box next to Edith Cowan University Library - Find It@ECU
5. Click save

Using the Virtual Document eXchange

To place a document delivery request please use our online service, Virtual Document eXchange (VDX).

This system allows authorised students and staff to submit and track requests, as well as collect articles on- campus and virtually through VDX.

The system will notify you by email when your item is ready for collection.

It is very important that you give a full and accurate citation for the material you want.

Provide the full title, author’s name, volume, and issue and publication date.

Requests that do not meet these minimum requirements will be returned to the requester for more details.

How-to:

Steps for accessing and using Virtual Document eXchange:

1. Sign in with your ADS username (ECU login ID) and your ADS password
2. Under ‘Search and Request’, enter one or more search terms (Title/ Author/ ISBN/ISSN) and click SEARCH
3. Click Get it! on your required title
4. For copies, enter details for article or chapter in fields under Part Details
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| 5 | Click **REQUEST** and accept Copyright prompt (for articles and chapters)  
*Please allow the screen to refresh fully to avoid duplicate requests* |
| 6 | Note **ILL request number** for tracking purposes |
| 7 | Please see the [Tracking and Receiving Requests](#) page on the Document Delivery library guide for information on receiving and collecting your requested item |
| 8 | When finished, please remember to either log off your computer, or close your browser screen, especially if on a public computer. This will prevent anyone else viewing your information |

**Further Resources:**

[Document Delivery Library Guide](#)

**Contact:**

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