

# 7-FAST On-Campus Document Delivery Service

7-FAST scans journal articles, conference proceedings and chapters from books and delivers them to a secured website as a PDF. If your request can not be filled from the University Library Collections, it will be forwarded to Interlibrary Loan. You may also contact a Library Subject Specialist to request that an item be purchased, or for further assistance with the library collections. <http://www.lib.umich.edu/collections/specialists.html>

## Required Citation Fields

For an article please include the journal title, author, article title, year and pages. For a book we need author, and title. Please indicate year or edition and whether you will accept an alternate edition. A “not needed after” date is helpful to our staff. Including an ISBN/ISSN or OCLC number will typically speed up your request, especially if the item is not held locally. Each citation is considered a separate request. Multiple articles or book chapters should be requested individually.

## Time

Our typical turnaround time is two business days, however some things take less time and some things take longer. If an item is not on shelf, it will take time to place a search or refer it to Interlibrary Loan. Don't wait until just before the term to place requests for what you need for your course. A two day turnaround time is not guaranteed when everyone places requests at the same time. Rush service may be available for a fee depending on our workload.

## Cost

Free for faculty and graduate students. Undergraduates and staff are charged \$3.75 per item. Copies from microforms are charged \$3.75 plus \$1 per page for all patron statuses. Staff working for a faculty member will need to sign up on ILLiad (software used by 7-FAST and ILL) as a proxy to place requests without charge. Please visit our website <http://www.lib.umich.edu/ill/proxy.html> or contact the 7-FAST office for more information on proxy accounts.

## Number of requests

There is no set limit to the number of requests we will accept, however, if we are experiencing high volume, we **may** limit an individual patron to five requests a day. When submitting a large number of requests, we ask that you indicate priority of citations.

## Contact Information

106 Hatcher Graduate Library North, 1205

**Hours:** Mon.-Fri. 8:00 a.m. - 5:00 p.m. (ET),

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