



MAPÚA
MALAYAN COLLEGES
LAGUNA



**CENTER FOR LEARNING
AND INFORMATION RESOURCES**
MAPÚA MCL

How to avail of the **Online Document Delivery Service**



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clir.mcl.edu.ph

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HOME COLLECTIONS SERVICES & FACILITIES POLICIES & REGULATIONS LINKS HELP AE

CLIR RESOURCES

- LOCAL DATABASES
 - WebOPAC
 - Thesis Database
- COMPENDIUM OF MCL FACULTY AND STUDENTS' SCHOLARLY WORKS
- AI TOOLS
- ELECTRONIC RESOURCES
- RESOURCES PER PROGRAM

1. Visit the Mapúa MCL CLIR webpage at clir.mcl.edu.ph.

This service allows you to request copies of manuscripts, e-journals, or online resources from the Mapúa Library One Search.



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The screenshot displays the CLIR website interface. At the top left, the CLIR logo and name are visible. Below it is a search bar with a dropdown menu and a 'SUBMIT' button. The main content area is divided into three columns: 'EVENTS', 'ANNOUNCEMENTS', and 'ONLINE SERVICES'. The 'ONLINE SERVICES' section contains a grid of nine icons representing various services: Book & Librarian, Connect with EDIN (CLIR Online Reference Assistant), Book Scanning Service, Broken Document Delivery Service, Book & Mail Service, Book Renewal and Reservation, Book Return, Document Delivery Service, and Current Accounts Service. A red arrow points to the 'View Online Services' button at the bottom of this section.

2. Click the "**View Online Services**" button located on the right side of the screen.



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HOME COLLECTIONS SERVICES & FACILITIES POLICIES & REGULATIONS LINKS HELP ABOUT US

CLIR RESOURCES

SERVICES

GENDER AND DEVELOPMENT (GAD) CORNER

WEBLIOGRAPHIES
Reference Sources
Topic Webliographies
Wiley Digital Textbooks

NEW TITLES
Books
Periodicals and Journals

SUBSCRIBED DATABASE

TRAINING VIDEOS

VIDEO TUTORIALS

VIRTUAL TOUR

CLIR ONLINE SERVICES

Keywords Find books and more from CLIR Search

Online Document Delivery Service

Book-A-Seat

Current Awareness Service

RENEW

3. Click the "Online Document Delivery Service" icon.



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The screenshot shows the website interface for the Center for Learning and Information Resources (CLIR) at Mapúa Malayán Colleges Laguna. The page is titled "DOCUMENT DELIVERY SERVICE" and features a search bar with a "Search" button. A navigation menu includes links for HOME, COLLECTIONS, SERVICES & FACILITIES, POLICIES & REGULATIONS, LINKS, HELP, and ABOUT US. On the left, there is a "CLIR RESOURCES" sidebar with categories like LOCAL DATABASES, ELECTRONIC RESOURCES, and SUBSCRIBED DATABASE. The main content area lists two links: [Guidelines](#) and [Access E-Form here](#). A red arrow points to the "Access E-Form here" link. Below the links is a banner for "CLIR Online Services" with the text "Online Document Delivery Service" and "Librarians are glad to assist you through the".

4. Click the links to access the **guidelines** and **e-form**.



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The screenshot shows a web form titled "Online Document Delivery Form" with a teal header. Below the title, it states "The survey will take approximately 6 minutes to complete." A section titled "CONSENT FOR PROCESSING PERSONAL DATA" is marked as required. The first item in the list states: "1. MALAYAN COLLEGES LAGUNA, INC., A MAPUA SCHOOL (MCL) commits compliance to the Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012. MCL recognizes its

- 5. Complete the Online Document Delivery Form and submit to successfully send your request.**



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Thesis Request



CLIR Service Account

To:

Cc:



! High importance

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- 5.** You will receive an **email notification** from the **CLIR Service Account** with the details of the requested material/s.