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



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Online Document Delivery Service

A service allows users to access information sources remotely and guides them in maximizing the utilization of the resource collection.





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The screenshot displays the homepage of the Center for Learning and Information Resources (CLIR) at Mapúa Malayán Colleges Laguna. The website URL is clir.mcl.edu.ph. The navigation menu includes HOME, COLLECTIONS, SERVICES & FACILITIES, POLICIES & REGULATIONS, LINKS, HELP, and ABOUT US. The main content area features a large image of a library interior, a search bar with a 'SUBMIT' button, and several sections: CLIR RESOURCES (with sub-sections like LOCAL DATABASES, COMPENDIUM OF MCL FACULTY AND STUDENTS' SCHOLARLY WORKS, etc.), NEWS & EVENTS, ANNOUNCEMENTS, ASK US (with a 'Book-A-Seat' button), ONLINE SERVICES (with a 'View Online Services' button), and SCHEDULE A SESSION (with a 'SCHEDULE A SESSION' button).

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



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



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The screenshot shows the CLIR website interface. At the top, there is a navigation bar with links: HOME, COLLECTIONS, SERVICES & FACILITIES, POLICIES & REGULATIONS, LINKS, HELP, and ABOUT US. Below this is a search bar with a 'Keywords' dropdown and a 'Search' button. The main content area is titled 'DOCUMENT DELIVERY SERVICE'. On the left, there is a sidebar menu with categories like 'LOCAL DATABASES', 'COMPENDIUM OF MCL FACULTY AND STUDENTS' SCHOLARLY WORKS', 'AI TOOLS', 'ELECTRONIC RESOURCES', 'RESOURCES PER PROGRAM', 'MMDC RESOURCES AND SERVICES', 'GENDER AND DEVELOPMENT (GAD) CORNER', 'WEBLIOGRAPHIES', 'NEW TITLES', and 'SUBSCRIBED DATABASE'. The main content area features a large graphic with the text 'CLIR Online Services' and 'Online Document Delivery Service'. A red circle highlights the link 'Access E-Form here' in a list of links, and a mouse cursor points to it.

**Click “Access E-Form Here” under the title of
‘BOOK SCANNING SERVICE.’**



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Online Document Delivery Form

The survey will take approximately 6 minutes to complete.

Back

Submit

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