# Using the New MARDelivery System

NATIONAL NETWORK OF LIBRARIES OF MEDICINE
MIDDLE ATLANTIC REGION
UNIVERSITY OF PITTSBURGH

## What is MARDelivery?

- This is a free service for members of the National Network of Libraries of Medicine, Middle Atlantic Region (NN/LM MAR)
- If your library has problems sending large email attachments, MARDelivery will help
- MARDelivery enables libraries to send links to ILL articles they lend, rather than emailing large attachments
- MARDelivery can also be used to support local document delivery within your institution

# What is MARDelivery?

- If you need to send a file that is too large to attach to email, use MARDelivery
- If you want to access articles from a variety of computers and don't want to carry around a flash drive, use MARDelivery
- Patrons have access to articles for 14 days

## Why a New Version?

- As of May 2011, the National Library of Medicine (NLM) awarded the 2011-2016 contract to the University of Pittsburgh to serve as the Regional Medical Library for the Middle Atlantic Region (MAR)
- One of MAR's goals is to provide a new version of MARDelivery using open source software to meet the needs of the region
- There are many similarities to the previous system

#### How Do I Request a MARDelivery Account?

• MARDelivery users who used the previous NYU system were assigned an account—emails were sent to them 7/6/2012

 New users, visit: <u>http://nnlm.gov/mar/rsdd/mardelivery.html</u>

 MAR will provide you with a username and password within 3-4 days

#### How Do I Access MARDelivery?

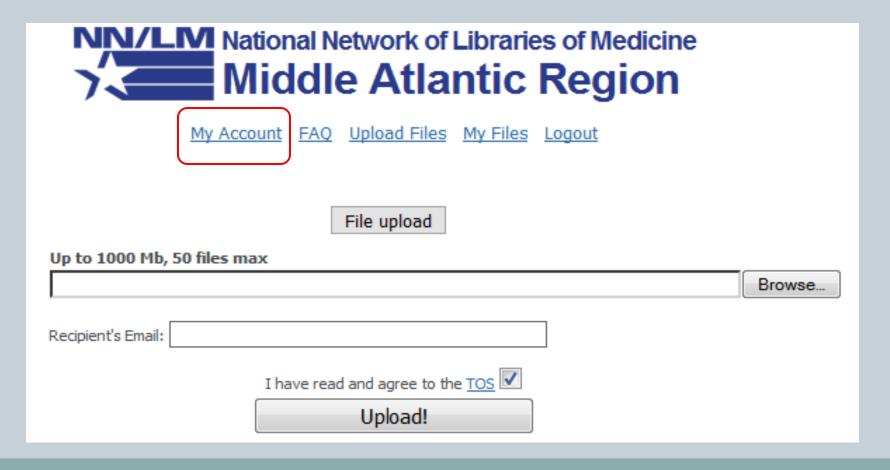
Go to: <a href="http://mar.hsls.pitt.edu/mardelivery/">http://mar.hsls.pitt.edu/mardelivery/</a>

Click on Login

 Enter the Username and Password provided to you by MAR

#### What is *My Account*?

Click My Account



## What is *My Account*?

- Here you see your username, the amount of disk space used, and the URL for files that have been sent to you
- You can change the password for your account
- If you do, make sure to click Save Settings



My Account FAQ Upload Files My Files Logout

Username: mjharvey

Used space: 0.03 of 49 GB

My published files link: http://mar.hsls.pitt.edu/mardelivery/users/mjharvey

| My Account Settings |                          |  |  |  |
|---------------------|--------------------------|--|--|--|
| E-mail              | mjharvey@pitt.edu        |  |  |  |
| New password        |                          |  |  |  |
| Retype New password |                          |  |  |  |
|                     | Security lock OFF Enable |  |  |  |

Save Settings

#### How Do I Save Articles?

Scan each article and save them in PDF format

- Give the PDF a filename that will associate it with the request (e.g., a DOCLINE # or OCLC request #)
- Save the file to a location on your computer that you will remember (e.g., the *Desktop*, *My Documents* or a dedicated ILL folder)

Click on **Upload Files**

 Click **Browse** and find the file you want to upload (remember that you can *only* upload PDF files)

Click Open once you've located the file to upload

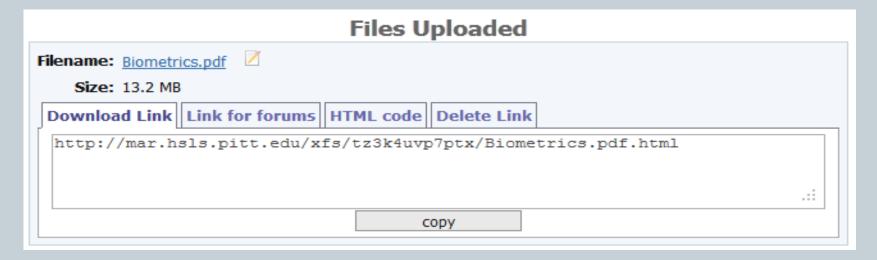
- You will see a box showing the filename
- If you selected an incorrect file, click the red X and you can repeat the process to find the correct file
- You can add additional files—click the **Browse** button for each file



- You can add text in the **Description** box (it's optional)
- Enter the Recipient's Email
- Make sure the Terms of Service (TOS) box is checked
   (√)

Click **Upload!** 

- Once you've uploaded a file, you'll see a Files
   Uploaded confirmation showing the URL for the file
- To upload additional files, click on Upload Files and repeat the process



#### How Do I View My Uploaded Files?

Click on My Files to see all the files you've uploaded

|  | <u>Filename / Description</u> | <u>Filesize</u> | <u>DL</u> | <u>Cmt</u> | <u>Uploaded</u> ▼ |   |   |
|--|-------------------------------|-----------------|-----------|------------|-------------------|---|---|
|  | Emergency Preparedness.pdf    | 86 KB           | 1         |            | 2012-08-07        | / | X |
|  | Blooms Taxonomy.pdf           | 151 KB          | 1         |            | 2012-07-21        | 7 | × |
|  | new mardelivery.pdf           | 461 KB          |           |            | 2012-07-09        | 1 | X |
| Adding RSS Feeds to Your Thunderbird Acc   |                               | 985 KB          |           |            | 2012-07-09        | Z | × |
| Delete selected - Move files to folder - ▼ |                               |                 |           |            |                   |   |   |

#### How Do I View My Uploaded Files?

- You will see the filenames and date a file was uploaded
- **NOTE**: The **DL** field shows a number once your recipient has *downloaded* the file you sent
- To change a file description, click the white square with a yellow line through it
- To remove a file, click the red X

#### How Do I View My Uploaded Files?

- To organize files into folders, in the white box enter a folder name and click on Create new folder—the folder name will appear at the top of the list
- To move files to a folder, click in the box in *front* of the filename

 Click on the pull-down menu Move files to folder and select the folder you want (the file will move into that folder)

#### How Do I See the URLs for Files?

- If you want to view the URL assigned to a file, there are two ways to see this:
  - Click on the **filename** and the download link will display
  - Click on one of the **Export** links that is appropriate and the download link will display
- To resend a document, use one of the above methods to find a document's URL and email the URL to the recipient

#### What Does a Recipient See?

 When you upload a file and send it to a recipient, here is the email message they receive...

#### What Does the Recipient See?

library@institution.org has sent you the following file(s) requested through Interlibrary Loan (ILL).

Please reply to **library@institution.org** with any comments or questions.

This service has been provided to you using the MARDelivery tool developed by the National Network of Libraries of Medicine (NN/LM), Middle Atlantic Region (MAR).

**Filename:** Emergency\_Preparedness.pdf

Filesize: 86 MB

**Download Link:** http://mar.hsls.pitt.edu/xfs/tz3k4uvp7ptx/Emergency\_Prepardedness.pdf.html

- The article is in PDF format. So you will need Adobe Reader to access it. If you do not have Reader, instructions are provided below.
- Depending on the size of the PDF, it may take several minutes for the article to open. Please be patient.
- Once opened, save the file! This document will be removed from our server in 14 days from today's date.

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#### **Instructions for Downloading Adobe Reader**

- To download a free copy of Adobe Reader, visit: <a href="http://get.adobe.com/reader/">http://get.adobe.com/reader/</a>.
- Remember where you saved the downloaded file. The easiest place is on the Desktop.
- Once saved, find the file and doubleclick on it. The installation wizard will begin. Keep clicking "Next" when prompted until the installation is complete.

#### What Does the Recipient See?

- **NOTE**: When patrons receive the email from you, the message shows the **REPLY TO** address as: <a href="mailto:nnlmmar@pitt.edu">nnlmmar@pitt.edu</a>—NOT your email address.
- This cannot be changed with our new version of MARDelivery due to security precautions.
- If you have concerns about whether your recipients are receiving their documents, here's what we propose:
  - Check under **My Files** for the **DL** field to see if there's a # indicating they downloaded their file
  - o If there's *no* number, then after 1-2 business days, send them an email to alert them that a file was sent from a **pitt.edu** account (they may also need to check their spam folder)

#### What If I Have More Questions?

- Click on FAQ
- Email nnlmmar@pitt.edu or mjharvey@pitt.edu
- We very much appreciate your feedback to help us improve MARDelivery to meet your needs