

# 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:**  
<http://nnlm.gov/mar/rsdd/mardelivery.html>
- **MAR will provide you with a username and password within 3-4 days**

# How Do I Access MARDelivery?



- Go to: <http://mar.hslls.pitt.edu/mardelivery/>
- Click on **Login**
- Enter the **Username** and **Password** provided to you by MAR

# What is *My Account*?



- Click *My Account*

**NN/LM** National Network of Libraries of Medicine  
**Middle Atlantic Region**

[My Account](#) [FAQ](#) [Upload Files](#) [My Files](#) [Logout](#)

Up to 1000 Mb, 50 files max

Recipient's Email:

I have read and agree to the [TOS](#)

# 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**



# **NN/LM** National Network of Libraries of Medicine **Middle Atlantic Region**

[My Account](#) [FAQ](#) [Upload Files](#) [My Files](#) [Logout](#)

Username: **mjharvey**

Used space: **0.03 of 49 GB**

My published files link: <http://mar.hslls.pitt.edu/mardelivery/users/mjharvey>

My Account Settings	
E-mail	<input type="text" value="mjharvey@pitt.edu"/>
New password	<input type="text"/>
Retype New password	<input type="text"/>
Security lock OFF <a href="#">Enable</a>	

# 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)

# How Do I Upload a Document?



- 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

# How Do I Upload a Document?



- 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

The screenshot shows a web interface for file upload. At the top, there is a 'File upload' button. Below it, the text 'Up to 1000 Mb, 50 files max' is displayed. A 'Browse...' button is located to the right of the first file entry. The interface lists two files: 'Emergency\_Preparedness.pdf' and 'Information\_Anywhere.pdf'. Each file entry includes a description field and a red 'X' icon. Below the file list, there is a 'Recipient's Email:' field. At the bottom, there is a checkbox labeled 'I have read and agree to the TOS' which is checked, and an 'Upload!' button.

# How Do I Upload a Document?




- 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!**

# How Do I Upload a Document?



- 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

### Files Uploaded

Filename: [Biometrics.pdf](#) 

Size: 13.2 MB

[Download Link](#) [Link for forums](#) [HTML code](#) [Delete Link](#)

```
http://mar.hs1s.pitt.edu/xfz/tz3k4uvp7ptx/Biometrics.pdf.html
```

# How Do I View My Uploaded Files?



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

<input type="checkbox"/>	<u>Filename / Description</u>	<u>Filesize</u>	<u>DL</u>	<u>Cmt</u>	<u>Uploaded</u> ▼		
<input type="checkbox"/>	<a href="#">Emergency Preparedness.pdf</a>	86 KB	1		2012-08-07		
<input type="checkbox"/>	<a href="#">Blooms Taxonomy.pdf</a>	151 KB	1		2012-07-21		
<input type="checkbox"/>	<a href="#">new mardelivery.pdf</a>	461 KB			2012-07-09		
<input type="checkbox"/>	<a href="#">Adding RSS Feeds to Your Thunderbird Acc...</a>	985 KB			2012-07-09		

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](mailto:library@institution.org) has sent you the following file(s) requested through Interlibrary Loan (ILL). Please reply to [library@institution.org](mailto: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.hslls.pitt.edu/xfs/tz3k4uyp7ptx/Emergency\\_Preparedness.pdf.html](http://mar.hslls.pitt.edu/xfs/tz3k4uyp7ptx/Emergency_Preparedness.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: <http://get.adobe.com/reader/>.
- 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: [nnlmmar@pitt.edu](mailto:nnlmmar@pitt.edu)—*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
  - 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](mailto:nnlmmar@pitt.edu) or [mjharvey@pitt.edu](mailto:mjharvey@pitt.edu)
- *We very much* appreciate your feedback to help us improve MARDelivery to meet your needs