

Nationwide Document Delivery Service (NDDS) User Guide

I、Please access to MCU library website and click the Search Instructions to get to NDDS.

The screenshot shows the MCU library website interface. The browser address bar displays 'library.mcu.edu.tw/new/en'. The navigation menu includes 'NEWS', 'ABOUT US', 'CATALOGS', 'SERVICES', 'E-RESOURCES', 'WEB LINKS', 'ASK US', 'WORK PROCESSES', and 'MCU'. The 'SERVICES' dropdown menu is open, listing various options: 'Campuses Library Services', 'Library Services', 'My Library Account', 'Forms', 'Online Purchase Requests', 'Search Instructions', 'Other Services', 'Inter-library Cooperation', 'Pa Chih Lieh Inter-library Cooperation Association', and 'FAQs'. A red box highlights the 'Inter-library Cooperation' option. A yellow arrow labeled 'step1' points from the search area towards the highlighted option. The background features a banner with the text 'Bright Clean' and a photograph of a library interior with large windows. Below the banner, there are search options for 'ALL', 'Quick Search', and 'E-Resources Search', along with a search bar and buttons for 'Catalog', 'Article', and 'eBook'. A news section on the right contains several announcements in blue text, including '5 LIBRARY HOURS DURING WINTER BREAK', '【 TAIPEI CAMPUS LIBRARY 】 SEAT MANAGEMENT DURING FINAL EXAMINATIONS', and '【 TAOYUAN CAMPUS LIBRARY 】 OFF-CAMPUS USERS CAN NOT ACCESS DURING FINAL'. A pagination bar at the bottom shows '1', '2', '3', and 'Next >'.

INTER-LIBRARY COOPERATION

INTER-LIBRARY COOPERATION

When you need a thesis, a research report or a book which is not in MCU Library Collection, you may apply online for copying the document or borrowing the material from the other units via inter-library cooperation. You may also borrow the books directly in the cooperating library after you process an exchange library card in our MCU library.

USAGE EXPLANATION

Readers can apply online for a self-pay account with [Nationwide Document Delivery Service \(NDDS\)](#) online



1. Apply for Account: Readers must apply for an account with Nationwide Document Delivery Service (NDDS) before first time use, and can use the service after receiving an approval notification via e-mail from the librarian.
2. Confirm the unit with the collection you need: Readers can query the unit with the required collection by logging in to NDDS and using "Comprehensive Serial Index" and "National Bibliographic Information Network" under "Search / Order".

II、Please apply for an account if it is the first time for you to make the request. Moreover, you will get the Email once you have been verified.

全國文獻傳遞服務系統(NDDS) - Google Chrome
安全 | https://ndds.stpi.narl.org.tw

Nationwide Document Delivery Service

Privacy Policy ABOUT STPI NARLabs

For Users Chinese

ID
..... Login

[Request an Account](#)
[Forgot Password](#)

User Guide

- ▶ How to Apply for Account
- ▶ How to Update Profile
- ▶ How to Apply for Document
- ▶ How to Check Status of Requests

館員專區 For Librarians

您好，
您登錄時請...

文獻查詢 / 申請 SEARCH / ORDER

臺灣博碩士論文系統
National Digital Library of Theses and Dissertations in Taiwan

博碩士論文 (STPI 館藏 1994-2004)
Dissertations & Theses

學術會議論文 (1988-2009)
Conference Papers

國科會研究報告 (1971-2001)
NSC Research Reports

政府研究資訊系統 (GRB)
Government Research Bulletin

CONCERT電子期刊聯合目錄
Union List of Electronic Journals

全國圖書書目資訊網
NBINet (National Bibliographic Information Network)

METACAT+
即時跨館整合查詢

REAL館藏整合查詢
REAL (Research All in One)

臺灣期刊論文索引系統
PerioPath Index to Taiwan Periodical Literature System

系統公告
NDDS Announcements

各館公告
Library Announcements

[01/10/2018] 實踐大學圖書館
▶館合代表人異動

[01/09/2018] 中國文化大學圖書館
▶文化大學圖書館107年寒假
暫停館合服務時間

[01/06/2018] 國立臺南大學圖書館
▶館合代表人異動

[12/28/2017] 逢甲大學圖書館

Nationwide Document Delivery Service

Apply User Account

Fields in red are required





ID or Passport : ID number is used as user login account in this system.
(Please enter capital letters A to Z or numbers 0 to 9)

Patron Name :

Student or Employee ID number : if don't have Student or Employee ID number please fill 'none'

Password :
(Password length is limited to 20 characters, <> " ' % ; () + are forbidden.)

Confirm Password:
(Password length is limited to 20 characters, <> " ' % ; () + are forbidden.)

Affiliated Library:  
(For example: If you are students or staff of Chiao Tung University, please select "National Chiao Tung University Library in the list.)

Patron Identity:

Background:

Department :

Email :
(Please fill in correct email address to receive relevant information)

Phone :

Address :

III 、 You can apply for the document and material via this interlibrary loan service.

全國文獻傳遞服務系統(Nationwide Document Delivery System) - Google Chrome
@ ndds.stpi.narl.org.tw/ordinary/common/ordinary_welcome.do?lang=en

Nationwide Document Delivery Service

Chinese
User 一般館員 @ Ming Chuan University Library Logout

User Profile Query Requests **Search and Request from Catalog** Blank Request Forms

- ▶ [How to Apply for Account](#)
- ▶ [How to Update Profile](#)
- ▶ [How to Apply for Document](#)
- ▶ [How to Check Status of Requests](#)
- ▶ [NDDS Library Phone Book](#)

Union List of Serials

Basic Search

▪ [\(Default All Selected\)](#) [Western Serials \(27\)](#) [Taiwan Serials \(1\)](#) [Mainland China Serials](#) [Japanese Serials](#) ▪

Attention : If you search English journal title published in Taiwan or Chinese/English journal title published in Japan, please do not select any journal database

Find :



[Brief Record](#)

[Next](#)

(Click to Link OPAC · Click Unit Name to Link Delivery Service)


Journal Title	Cat Fancy
Title Change	<International cat fancy
ISSN	0199-0640
Language	eng
Publisher	San Juan Capistrano, Calif. : Fancy Publications
Pub. Year	1986
Frequency	Monthly
LC No.	SF441.I57
STPI No.	C01087
REAL	find it REAL
Holding	NTLC 4340(2000) 44(2001)

Click the button  to link others units' OPAC then choose the unit to request the services.

期刊聯合目錄 - Google Chrome
sticnet.stpi.narl.org.tw/unicatc/unicatqeng?@18^710264109^107^^^1^1@@530406424

Attention : If you search English journal title published in Taiwan or Chinese/English journal title published in Japan, please do not select any journal database

Find :

 **Brief Record**  **Next** (Click  to Link OPAC · Click Unit Name to Link Delivery Service)

Journal Title	Cat Fancy
Title Change	<International cat fancy
ISSN	0199-0640
Language	eng
Publisher	San Juan Capistrano, Calif. : Fancy Publications
Pub. Year	1986
Frequency	Monthly
LC No.	SF441.I57
STPI No.	C01087
REAL	
Holding	<input type="button" value="OPAC"/> <input type="button" value="NTUG"/> 總圖:43:10(2000)-44(2001).[20170413 updated]

If the volume or issue required is not available in any domestic libraries, [submit request for foreign resources through NDDS.](#)

Error Report & Comments

Optimized for Internet Explorer 8 Best View in 1024x768
Add: 14-15F, No.106, Sec. 2, Heping E. Rd., Taipei 10636, Taiwan (R.O.C.)
Tel: +886-2-27377652 Fax: +886-2-27377494
Email: yfhsieh@stpi.narl.org.tw
2013 All Rights Reserved. Science & Technology Policy Research and Information Center, NARL

step7 

全國文獻傳遞服務系統 (NDDS)

Nationwide Document Delivery Service

English



Ming Chuan University Library

讀者功能

登出

[提出申請\(Request\)](#)

[Request](#)

Library's english name	CTBC Financial Management College
Photocopy fee	Photocopy price list on homepage is in Chinese. Please contact your library staff if you need more information.
Photocopy delivery method	Post, Email



[Request](#)

[提出申請\(Request\)](#)

IV、You can place a request by filling in each field. To request photocopy articles via Domestic Resources as well as get photocopy via Foreign Resources. ◦

全國文獻傳遞服務系統(Nationwide Document Delivery System) - Google Chrome
nnds.stpi.narl.org.tw/ordinary/STICNET/prepare_request.do?first_lib=%27HKU%27

User Profile Query Requests **Search and Request from Catalog** Blank Request Forms

Domestic Library Photocopy (Journal articles) <Reader Apply>

Fields in red are required. **Fields in green** are crucial. Complete and correct bibliographic data filled out will speed the process of providing the document you need.

Request Date: 0 8

Patron Name:

Borrower: [Ming Chuan University Library](#)

Journal Type: Journals published in Taiwan

Journal Title: 會計研究月刊

Article Title:

Article Author:

Volume: Number:

Start page: - End page:

Year: (e.g. 2018)

ISBN/ISSN:

LIINO:

Transfer to foreign resources if not Yes No

step9

V、Please fill out the complete bibliographic information then you can get the documents more quickly.

全國文獻傳遞服務系統(Nationwide Document Delivery System) - Google Chrome
① ndds.stpi.narl.org.tw/ordinary/STICNET/prepare_request.do?first_lib=%27HKU%27

UINO:


Transfer to foreign resources if not available domestically: Yes No

Lender1 : CTBC Financial Management College - 498

Lender2 : None

Lender3 : None

[Delivery Method:](#) Please choose (This field is required)

Needed By :  Not wanted after this date(e.g. 01/15/2018)

Receipt : Yes No

Receipt Title: 銘傳大學

Notes :

Please note that photocopy requests must be subject to copyright restrictions. The photocopy is not to be used for any purpose other than private study.

step10

VI、Please make sure if the information you fill is correct.

全國文獻傳遞服務系統(Nationwide Document Delivery System) - Google Chrome
ndds.stpi.narl.org.tw/ordinary/make_new_request/process_djc_1.do

ISBN/ISSN:
UINO:
Transfer to foreign resources if not available domestically: No
Acceptable charge:
Lender1 : [498- CTBC Financial Management College](#)
Rejection1:
Lender2 :
Rejection2:
Lender3 :
Rejection3:
Delivery Method: Fax
Needed By : Not wanted after this date
Receipt : Yes
Receipt Title: 銘傳大學
Notes :
Status:

step11 →

VII - You will get the NDDS No. when your request is successfully. Also, you can check the status via this number.

The screenshot shows the Nationwide Document Delivery Service (NDDS) website interface. The browser address bar displays the URL: ndds.stpi.narl.org.tw/ordinary/make_new_request/submit_request.do. The page title is "Nationwide Document Delivery Service".

The navigation menu includes the following items:

- [Chinese](#)
- User** (with a sub-menu for "一般館員")
- [@ Ming Chuan University Library](#)
- [Logout](#)
- [User Profile](#)
- [Query Requests](#)
- [Search and Request from Catalog](#)
- [Blank Request Forms](#)

The main content area displays a confirmation message:

Request submitted successfully!

NDDS No.10203751

[Same Journal Reapply](#)

(Another Request With the Same Title)

A large yellow arrow labeled "step12" points to the confirmation message.

VIII、You can check the status via NDDS No. or the date of application.

The screenshot shows the 'Nationwide Document Delivery Service' website. The page title is 'Nationwide Document Delivery Service'. The user is logged in as 'User' (一般館員) from 'Ming Chuan University' (Ming Chuan University Library). The navigation menu includes 'User Profile', 'Query Requests', 'Search and Request from Catalog', and 'Blank Request Forms'. The 'Query Status of Requests' section contains a form with the following fields:

- NDDS No. [text input]
- Request Date [text input: 01/15/2018] Start date
- Request Status (Select one) [text input: 01/15/2018] To date(e.g.01/15/2018)
- Await Sending
- Request In Process
- Await Pick Up
- Rejected to Reader
- Withdrawn by Reader

Buttons: Search, Clear

Status of Request	Status Description
Withdrawn by Reader	Request was withdrawn by reader before submitting to library.
Await Sending	Request was submitted by reader, waiting for library staff to approve and send to lending library.
Await Processing	Request was sent by library staff to lending library, waiting to be processed.
Cancelled by Library Staff	Request was cancelled by library staff.

A yellow arrow labeled 'step13' points to the 'Query Status of Requests' form.

IX、You will get the notice when the documents arrived. Please pay the fees when you pick up.