

**Library Express User's  
Guide  
AND  
Interlibrary Loan/  
Document Delivery  
Member's Directory**

**Revised March 2012**



Manitoba *Library* Consortium  
Consortium de *bibliothèques* du Manitoba

## **Policies and Procedures**

## **LIBRARY EXPRESS**

### **PURPOSE**

LIBRARY EXPRESS is a project of the Manitoba Library Consortium Inc. It is designed to provide clients of participating libraries with timely delivery of materials. The need for improved cooperation among information providers is essential to meet the increasing demand for services and resources from clients, particularly in a period of financial restraints.

Libraries have long recognized the need for cooperative efforts by offering such services as interlibrary loan. They have also recognized that this service must be timely if it is to effectively meet clients' needs.

Consortium members who participate in Library Express work collaboratively to ensure fast and cost effective delivery of materials between libraries using a courier, e-mail, fax, ariel or mail delivery systems depending upon format and need. All participating libraries guarantee that they will respond to requests within a 48 hour period (see Policies below).

### **LIBRARY EXPRESS POLICIES**

- Requests from participating libraries will be handled on a priority basis.
- The requested item, or a response, will be sent within 2 business days of the request being made by the initiating library, unless otherwise mutually agreed.
- Within the city the Library Express courier may be used to deliver books, microfilm, audiovisuals or articles. The courier may also be used to send back a library's books returned by a patron in error to another library, and for correspondence between libraries. Libraries may also use their own courier system to fill the needs.

Libraries outside the city of Winnipeg must provide the same commitment to rapid response times. Urgent requests can be shipped by a courier service serving that geographic area. Courier costs are the

responsibility of the requesting library. Supplying libraries are encouraged to provide Library Book Rate labels where appropriate.

- Fax transmission or other electronic delivery methods are acceptable methods of delivery where mutually agreed upon by the borrower and the lender.
- Standard bibliographic description in accordance with ILL code is required. Incomplete information means that the request loses priority treatment.
- Requests for known items only will be accepted.
- Charges for photocopying may be assessed in accordance with the lending library's needs and policy.
- Individual libraries are responsible for ensuring that all Library Express participants are aware of charging policies, and for making appropriate arrangements for invoicing and payment.
- The only limits on the number of pages photocopied will be those defined by Canadian Copyright law.
- Existing local library policies regarding interlibrary loan service, including client eligibility, loan periods, and non-circulating items or collections apply to all requests.

*March 1, 1996, revised September 2001, revised February 2004, revised September 2005, revised September 2008, revised May 2009, revised April 2010*

**Daily Service:** The Library Express courier arrives daily at each of the participating libraries to pick up and deliver items. The cost of the daily service is shared equally among the participants.

**Call-In Service:** Participating libraries may use the Library Express courier for pick up and delivery of interlibrary items. Libraries call the courier on an as-needed basis. Requesting libraries are charged on a per-trip basis for the pick up and return of items they have requested. Libraries may also use their own courier if they wish. Usage charges will be reflected in a monthly invoice from MLCI.

### **Extended Express Service**

Libraries outside the city of Winnipeg may participate in the Extended Express service. Libraries provide the same commitment to rapid response times but use mail or fax for delivery of materials depending upon format. Urgent requests can be shipped by a courier service serving that geographic area. Courier costs are the responsibility of the requesting library. Supplying libraries are encouraged to provide Library Book Rate labels where appropriate.

**LIBRARY EXPRESS**

**SCHEDULED SERVICE - ACCOUNT #3306**

**WINNIPEG LIBRARIES**

**APPROX. ARRIVAL TIME**

**#CM 101**

**University of Manitoba**

**8:30 a.m.**

**Elizabeth Dafoe Library**

Winnipeg, Manitoba R3T 2N2

Contact: Barbara Bennell /Jenny Medill

Phone: 474-9873

Fax: 474-7577

**#CM 105**

**University of Manitoba**

**10:30 a.m.**

**Neil John Maclean Health Sciences Library**

Room 245 - 727 McDermot Avenue

Winnipeg, Manitoba R3E 0W3

Contact: Candice Lewis

Phone: 789-3345

Fax: 789-3922

**#CM 109**

**University of Winnipeg Library**

**11:00 a.m.**

515 Portage Ave

Winnipeg, Manitoba R3B 2E9

Contact: Heather Mathieson

Phone: 786-9814

Fax: 786-1824

**#CM 110**

**Université de Saint-Boniface**

**11:30 a.m.**

**Bibliothèque Alfred-Monnin**

200 Avenue de la Cathédrale

Winnipeg, Manitoba R2H 0H7

Contact: Joanne Pelletier

Phone: 235-4403 ext. 332

Fax: 237-3240

**#CM 117**

**St. Boniface Hospital Research Centre**

**11:45 a.m.**

**Carolyn Sifton Helene Fuld Library**

351 Tache Ave

Winnipeg, Manitoba R2H 2A6

Contact: Sonja Paas /Michele Coutts

Phone: 237-2807

Fax: 235-3339

Billing sent to: Accounts Payable Dept.

Room 410 Administration Bldg. University of Manitoba

Winnipeg, Man. R3T 2N2 474-8602

**CALL IN BASIS - ACCOUNT #3307**

**#CM 104**

**Addictions Foundation of Manitoba**

William Potoroka Memorial Library

1031 Portage Avenue

Winnipeg, MB R3G 0R8

Contact: Sheila Duprey  
Morag Bellivieu

Phone: 944-6367 or 944-6279

Fax: 772-0225

**#CM114**

**Canadian Mennonite University Library**

Basement, Mennonite Heritage Centre

600 Shaftesbury Boulevard

Winnipeg, MB R3P 2N2

Contact: Wes Bergen

Phone: 487-3300 x394

Fax: 487-3858

**#CM 111**

**Deer Lodge Centre**

**J.W. Crane Memorial Library**

2109 Portage Avenue

Winnipeg, Manitoba R3J OL3

Contact: Cheryle Martineau

Phone: 831-2152

Fax: 888-1805

**#CM 115**

**Industrial Technology Centre**

**Library & Technical Information**

200 – 78 Innovation Drive

Winnipeg, Manitoba R3T 6C2

Contact: Betty Dearth

Phone: 480-0336

Fax: 480-0345

**#CM116**

**Manitoba Conservation**

**Conservation and Environment Library**

160-123 Main Street (Union Station)

Winnipeg, Manitoba R3C 1A5

Contact: Wendy Barber

Phone: 945-7126

Fax: 948-2357

**#CM 108**

**Manitoba Legislative Library**

Room 100 - 200 Vaughan St.

Winnipeg, Manitoba R3C 1T5

Contact: Monica Ball

Phone: 945-3784

Fax: 948-1312

**#CM 102**

**Red River College Library**

2055 Notre Dame Avenue

Winnipeg, Manitoba R3H 0J9

Contact: Bettina Allen

Phone: 632-3969

Fax: 697-4791

**#CM 112**

**St. James-Assiniboia School Division**

**The Media Centre**

150 Moray St.

Winnipeg, Manitoba R3J 3A2

Contact: Debbie Smith

Phone: 837-5886

Fax: 885-3178

**#CM 106**

**Seven Oaks School Division**

**Ben Zaidman Educational Resource Centre**

375 Jefferson Avenue

Winnipeg, Manitoba R2V ON3

Contact: Mary Wolke

Phone: 582-2022 ext. 233

Fax: 582-8427

**#CM 107**

**Winnipeg Public Library, Millennium Library**

Winnipeg, Manitoba R3J 0J2

Contact: Judy Merrell

Phone: 986-6491/or 986-6433

Fax: 986-4072

**#CM 113**

**Winnipeg School Division**

**Prince Charles Education Resource Centre**

**Library Support Services**

1075 Wellington Ave.

Winnipeg, Manitoba R3E 0J7

Contact: Marsha Bowyer

Phone: 788-0203 x143

Fax: 783-9628

Billing sent to: 1577 Wall St. E. Winnipeg, Man. R3E 2S5

**Extended Express Service**

**Providence College and Theological Seminary**

**Loewen Learning Resource Centre**

General Delivery

Otterburne, Manitoba R0A 1G0

Contact: Martha Loepky

Phone: (204) 433-7488

Fax: (204) 433-7158

**LIBRARY EXPRESS**  
**COURIER PROCEDURES**

**NAME OF COMPANY:**

**Early Bird Direct**

**Telephone: 632-5000**

**DAILY ROUTE:**

<b>Approx. Arrival Time**</b>	<b>Location</b>
8:30 a.m.	University of Manitoba, Elizabeth Dafoe Library
10:30 a.m.	University of Manitoba, Neil John McLean Library
11:00 a.m.	University of Winnipeg Library
11 :30 a.m.	Université de Saint-Boniface Bibliothèque Alfred Monnin
11:45 a.m.	St. Boniface Hospital Research Centre, Carolyn Sifton-Helene Fuld Library
1:00 p.m.	University of Manitoba, Elizabeth Dafoe Library

\*\*Give or take 30 minutes.

## **RULES:**

### **DAILY SERVICE**

1. Place material in appropriate box.
2. Be ready for courier.
3. Maintain set of labels.

### **CALL-IN SERVICE**

1. Supplying library calls the courier to pick up item for delivery to the requesting library, charging the delivery to the requesting library by quoting that library's code and the account # 3306 for daily schedule libraries or #3307 for call in libraries
2. Requesting library calls courier to return item to supplying library, charging the call to its code.
3. Requesting library is charged for both trips.

### **EXTENDED EXPRESS SERVICE**

1. Requesting library sends request to supplying library, by supplying library's indicated method.
2. Response to request sent by mail, fax or ariel as appropriate/available within 48 hours. Supplying libraries are encouraged to use Canada Post "Library Rate" shipping tool whenever possible/applicable.
3. If requesting library requires "rush" service, it is the responsibility of the requesting library to arrange for courier pick up and payment.

## **CHARGES:**

### **DAILY SERVICE**

Prices available upon request

### **CALL-IN SERVICE**

Prices available upon request

### **MAIL/FAX DELIVERY**

Supplying library absorbs costs of mail/fax delivery.

**CONTACT:**

A copy of this directory, and additional information regarding Library Express, can be found at the MLCI website at <http://www.mlcinc.mb.ca/express.html>

Please review your listing regularly to ensure that your library's information is current and accurate. Directory updates, as well as any questions about Library Express policies, procedures, billing etc, should be forwarded to:

Wendy Barber  
Conservation and Environment Library  
Ph: 204-945-7126  
wendy.barber@gov.mb.ca

# **Member Libraries Directory**

<b>Addictions Foundation of Manitoba .....</b>	<b>16</b>
<b>Canadian Mennonite University Library .....</b>	<b>17</b>
<b>Deer Lodge Centre .....</b>	<b>18</b>
<b>Industrial Technology Centre .....</b>	<b>19</b>
<b>Linden Christian School .....</b>	<b>20</b>
<b>Manitoba Conservation .....</b>	<b>201</b>
<b>Manitoba Innovation, Energy and Mines, Mineral Resources Library.....</b>	<b>22</b>
<b>Manitoba Legislative Library .....</b>	<b>233</b>
<b>Providence College and Theological Seminary .....</b>	<b>244</b>
<b>Red River College Library .....</b>	<b>255</b>
<b>St. Boniface Hospital Research Centre .....</b>	<b>266</b>
<b>St. James-Assiniboia School Division .....</b>	<b>277</b>
<b>Seven Oaks School Division .....</b>	<b>288</b>
<b>Universitaire de Saint- Boniface.....</b>	<b>29</b>
<b>University of Manitoba, Elizabeth Dafoe Library .....</b>	<b>30</b>
<b>University of Manitoba, Neil John MacLean Health Sciences Library .....</b>	<b>311</b>
<b>University of Winnipeg Library .....</b>	<b>322</b>
<b>Winnipeg Public Library .....</b>	<b>333</b>
<b>Winnipeg School Division.....</b>	<b>344</b>

**Addictions Foundation of Manitoba  
William Potoroka Memorial Library  
1031 Portage Avenue  
Winnipeg, MB R3G 0R8**

**Contact Person: Sheila Duprey  
Phone Number: 944-6367 or 944-6279**

**Alternate Contact: Pat Klimack**

**Phone Number: 944-6277**

**Fax Number: 772-0225**

**Library Code: MWAF**

**Email address: [library@afm.mb.ca](mailto:library@afm.mb.ca)**

**Website address: [www.afm.mb.ca/mainhome\\_22.asp?contentID=119](http://www.afm.mb.ca/mainhome_22.asp?contentID=119)**

**Will accept requests by fax? Yes**

**Will accept requests by e-mail? Yes**

**Will accept requests by phone? Yes**

**Will accept rush requests? Yes if urgent**

**Will fax requests? Yes**

**Library Express Account #3307**

**CALL IN**

**Reference Number: #CM104**

**Notes/Comments:**

**Canadian Mennonite University Library  
Basement, Mennonite Heritage Centre  
600 Shaftesbury Boulevard  
Winnipeg, MB R3P 2N2**

**Contact Person: Wes Bergen  
Phone Number: 487-3300 x 394  
Alternate Contact: Vic Froese  
Phone Number: 487-3300 ext. 393  
Fax Number: 487-3858  
Library Code: MWCM  
Email address: wbergen@cmu.ca  
Website address: [www.cmu.ca/library/index.html](http://www.cmu.ca/library/index.html)**

**Document Delivery Request Form:  
[www.cmu.ca/library/ill\\_request\\_form\\_other.html](http://www.cmu.ca/library/ill_request_form_other.html)**

<b>Will accept requests by fax?</b>	<b>Yes</b>
<b>Will accept requests by e-mail?</b>	<b>Yes</b>
<b>Will accept requests by phone?</b>	<b>Yes</b>
<b>Will accept rush requests?</b>	<b>Yes</b>
<b>Will fax requests?</b>	<b>Yes</b>

**Library Express Account #3307**

**CALL IN**

**Reference Number: #CM114**

**Notes/Comments:**

**Three week loan period; one renewal allowed**

**Requests sent after 8:45 am cannot be filled until the next business day**

**Audio/video materials available for loan on a reciprocal basis.**

**Deer Lodge Centre  
J.W. Crane Memorial Library  
2109 Portage Avenue  
Winnipeg, MB R3J 0L3**

**Contact Person: Cheryle Martineau**

**Phone Number: 831-2152**

**Alternate Contact: Pamela Southam**

**Phone Number: 831-2152**

**Fax Number: 888-1805**

**Library Code: MWDL**

**Email address: [dlclibrary@umanitoba.ca](mailto:dlclibrary@umanitoba.ca)**

**Website address: <http://www.umanitoba.ca/libraries/health/deerlodge/>**

**Will accept requests by fax? Yes**

**Will accept requests by e-mail? Yes**

**Will accept requests by phone? Only in cases of urgent need**

**Will accept rush requests? Yes**

**Will fax requests? Yes**

**Library Express Account #3307**

**CALL IN**

**Reference Number: #CM111**

**Notes/Comments:**

**Photocopying fees: \$5.00 per item for photocopies up to 50 pages; and an additional \$5.00 per 50 pages for items more than 50 pages in length. There are no additional charges for fax delivery and no charges for loans.**

**Industrial Technology Centre  
Library & Technical Information  
200 – 78 Innovation Drive  
Winnipeg, MB R3T 6C2**

**Contact Person: Betty Dearth  
Phone Number: 480-0336  
Alternate Contact: ITC Admin Support  
Phone Number: 480-3333  
Fax Number: 480-0345  
Library Code: MWMRC  
Email address: [library@itc.mb.ca](mailto:library@itc.mb.ca)  
Website address: [www.itc.mb.ca/library.html](http://www.itc.mb.ca/library.html)**

**Will accept requests by fax? Yes  
Will accept requests by e-mail? Yes  
Will accept requests by phone? Yes  
Will accept rush requests? Yes  
Will fax requests? Yes, up to 20 pages**

**Library Express Account #3307  
CALL IN  
Reference Number: #CM115**

**Notes/Comments:**

**Linden Christian School  
Winnipeg, MB**

**Contact Person:**

**Phone Number:**

**Fax Number:**

**Library Code:**

**Email address:**

**Website address:**

**Will accept requests by fax? Yes**

**Will accept requests by e-mail? Yes**

**Will accept requests by phone? Yes**

**Will accept rush requests? Yes**

**Will fax requests? Yes**

**Library Express Account**

**CALL IN**

**Reference Number:**

**Notes/Comments:**

**Manitoba Conservation  
Conservation and Environment Library  
160-123 Main Street  
Winnipeg, MB R3C 1A5**

**Contact Person: Wendy Barber**

**Phone Number: 945-7126**

**Fax Number: 948-2357**

**Library Code: MWEM**

**Email address: [wendy.barber@gov.mb.ca](mailto:wendy.barber@gov.mb.ca)**

**Website address: [www.gov.mb.ca/conservation/library](http://www.gov.mb.ca/conservation/library)**

**Will accept requests by fax? Yes**

**Will accept requests by e-mail? Yes**

**Will accept requests by phone? Yes**

**Will accept rush requests? Yes**

**Will fax requests? Yes**

**Library Express Account #3307**

**CALL IN**

**Reference Number: #CM116**

**Notes/Comments:**

**Manitoba Innovation, Energy and Mines  
Mineral Resources Library  
Suite 360, 1395 Ellice Ave.  
Winnipeg MB R3G 3P2**

**Contact Person: Lori Janower  
Phone Number: 945-6569  
Fax Number: 945-8427  
Library Code: MWEMM  
Email address: [lori.janower@gov.mb.ca](mailto:lori.janower@gov.mb.ca)  
Website address: [www.manitoba.ca/iem/mrd/info/library/libcat.html](http://www.manitoba.ca/iem/mrd/info/library/libcat.html)**

<b>Will accept requests by fax?</b>	<b>Yes</b>
<b>Will accept requests by e-mail?</b>	<b>Yes</b>
<b>Will accept requests by phone?</b>	<b>Yes</b>
<b>Will accept rush requests?</b>	<b>Yes</b>
<b>Will fax requests?</b>	<b>Yes</b>

**Manitoba Legislative Library  
Interlibrary Loan  
Room 100 - 200 Vaughan Street  
Winnipeg, MB R3C 1T5**

**Contact Person: Monica Ball – [monica.ball@gov.mb.ca](mailto:monica.ball@gov.mb.ca)**

**Phone Number: 945-3784**

**Alternate Contact:**

**Phone Number: 945-4330**

**Fax Number: 948-1312**

**Library Code: MWP**

**Email address: [legislative\\_library@gov.mb.ca](mailto:legislative_library@gov.mb.ca)**

**Website address: [www.gov.mb.ca/chc/leg-lib/index.html](http://www.gov.mb.ca/chc/leg-lib/index.html)**

**Catalogue: [www.gov.mb.ca/chc/leg-lib/ll\\_catalogue.html](http://www.gov.mb.ca/chc/leg-lib/ll_catalogue.html)**

**Will accept requests by fax? Yes**

**Will accept requests by e-mail Yes**

**Will accept requests by phone? In cases of urgent need only**

**Will accept rush requests? In cases of urgent need only**

**Will fax requests? Up to 10 pages (rush)**

**Library Express Account #3307**

**CALL IN**

**Reference Number: #CM108**

**Notes/Comments:**

**Rare book collection and current new titles not available for loan;  
microfilm maximum of seven reels at a time.**

**Providence University College and Theological Seminary  
Loewen Learning Resource Centre  
General Delivery  
Otterburne, MB R0A 1G0**

**Contact Person:** Martha Loepky  
**Phone Number:** (204) 433-7488  
**Fax Number:** (204) 433-7158  
**Library Code:** MOWBC  
**Email address:** [martha.loepky@prov.ca](mailto:martha.loepky@prov.ca)  
**Website address:** [prov.ca/library/default.asp](http://prov.ca/library/default.asp)  
**Will accept requests by fax?** Yes  
**Will accept requests by e-mail?** Yes  
**Will accept requests by phone?** No  
**Will accept rush requests?** Yes  
**Will fax requests?** Yes

**EXTENDED EXPRESS**

**Notes/Comments:**

**Please include library rate postage paid return mailing labels if possible.**

**Red River College Library**  
**2055 Notre Dame Avenue**  
**Winnipeg, MB R3H 0J9**

**Contact Person:** Bettina Allen – [ballen@rrc.mb.ca](mailto:ballen@rrc.mb.ca)

**Phone Number:** 632-3969

**Alternate Contact:** Joan Boersma - [jboersma@rrc.mb.ca](mailto:jboersma@rrc.mb.ca)

**Phone Number:** 632-2571

**Fax Number:** 697-4791

**Library Code:** MWRR

**Email address:** [illmwrr@rrc.mb.ca](mailto:illmwrr@rrc.mb.ca)

**Website address:** [www.rrc.mb.ca/library](http://www.rrc.mb.ca/library)

**Will accept requests by fax?** Yes

**Will accept requests by e-mail?** Yes

**Will accept requests by phone?** Yes

**Will accept rush requests?** Yes

**Will fax requests?** Yes (rush requests)

**Library Express Account** #3307

**Call In**

**Reference Number:** #CM102

**Notes/Comments:**

**St. Boniface Hospital Research Centre  
Carolyn Sifton Helene Fuld Library  
351 Tache Avenue  
Winnipeg, MB R2H 2A6**

**Contact Person: Sonja Paas**

**Phone Number: 237-2807**

**Alternate Contact: Michele Coutts**

**Phone Number: 237-2807**

**Fax Number: 235-3339**

**Library Code: MWSBM**

**Email address: [sbghlibrary@umanitoba.ca](mailto:sbghlibrary@umanitoba.ca)**

**Website address: <http://umanitoba.ca/libraries/health/sbgh>**

**Will accept requests by fax? Yes**

**Will accept requests by e-mail? Yes**

**Will accept requests by phone? 1-3 requests maximum**

**Will accept rush requests? Yes**

**Will fax requests? Yes**

**Library Express Account #3306**

**DAILY SERVICE**

**Reference Number: #CM117**

**Notes/Comments:**

**Photocopying fees: \$5.00 per item for photocopies up to 50 pages; and an additional \$5.00 per 50 pages for items more than 50 pages in length. There are no additional charges for Fax or Ariel/Relais delivery and no charges for loans.**

**St. James-Assiniboia School Division  
The Media Centre  
Document Delivery  
150 Moray Street  
Winnipeg, MB R3J 3A2**

**Contact Person: Debbie Smith  
Phone Number: 837-5886  
Alternate Contact: Orysia Bodnarchuck**

**Phone Number: 837-5886  
Fax Number: 885-3178  
Library Code: MWSJA  
Email address: [dsmith@sjsd.net](mailto:dsmith@sjsd.net)  
Website address: <http://www.sjsd.net>  
Select Departments and Facilities –  
Library/Media Services**

<b>Will accept requests by fax?</b>	<b>Yes (preferred)</b>
<b>Will accept requests by e-mail?</b>	<b>Yes</b>
<b>Will accept requests by phone?</b>	<b>No</b>
<b>Will accept rush requests?</b>	<b>Yes</b>
<b>Will fax requests?</b>	<b>Yes</b>

<b>Library Express Account</b>	<b>#3307</b>
<b>CALL IN</b>	
<b>Reference Number:</b>	<b>#CM112</b>

**Notes/Comments:**

**Seven Oaks School Division  
Ben Zaidman Educational Resource Centre  
Document Delivery  
375 Jefferson Avenue  
Winnipeg, MB R2V 0N3**

**Contact Person: Mary Wolke  
Phone Number: 582-2022 Ext. 233  
Alternate Contact:  
Phone Number:  
Fax Number: 582-8427  
Library Code: MWSO  
Email address: [mary.wolke@7oaks.org](mailto:mary.wolke@7oaks.org)**

**Website address: [bzerc.7oaks.org](http://bzerc.7oaks.org)**

<b>Will accept requests by fax?</b>	<b>Yes</b>
<b>Will accept requests by e-mail?</b>	<b>Yes</b>
<b>Will accept requests by phone?</b>	<b>Yes</b>
<b>Will accept rush requests?</b>	<b>Yes</b>
<b>Will fax requests?</b>	<b>Yes</b>
<b>Library Express Account</b>	<b>#3307</b>
<b>CALL IN</b>	
<b>Reference Number:</b>	<b>#CM106</b>

**Notes/Comments:**

**Université de Saint-Boniface  
Bibliothèque Alfred Monnin  
Document Delivery  
200 Avenue de la Cathedrale  
Winnipeg, MB R2H 0H7**

**Contact Person: Joanne Pelletier  
Phone Number: 233-0210 ext. 332  
Alternate Contact: Louise Ayotte-Zaretski  
Phone Number: 235-4403 ext. 332  
Fax Number: 237-3240  
Library Code: MSC  
Email address: [peb.msc@ustboniface.mb.ca](mailto:peb.msc@ustboniface.mb.ca)  
Website address: [www.cusb.ca](http://www.cusb.ca)**

**Will accept requests by fax? Yes  
Will accept requests by e-mail Yes  
Will accept requests by phone? Only in cases of urgent need  
Will accept rush requests? Yes  
Will fax requests? Only in cases of urgent need**

**Library Express Account #3306  
DAILY SERVICE  
Reference Number: #CM110**

**Notes/Comments:**

**University of Manitoba, Elizabeth Dafoe Library  
Document Delivery  
Winnipeg, MB R3T 2N2**

**Contact Person: Barbara Bennell - [Barbara\\_Bennell@umanitoba.ca](mailto:Barbara_Bennell@umanitoba.ca)**

**Phone Number: 474-9873**

**Alternate Contact: Tobey Saniuk**

**Phone Number: 474-6856**

**Fax Number: 474-7577**

**Library Code: MWU**

**Email address: [illdaf@ccu.umanitoba.ca](mailto:illdaf@ccu.umanitoba.ca)**

**Website address: <http://umanitoba.ca/libraries/units/docdel/>**

**Will accept requests by fax? No**

**Will accept requests by e-mail? No**

**Will accept requests by phone? No**

**Requests accepted through our web form at:**

**<https://umanitoba.ca/libraries/units/docdel/lender.ssl.php>**

**For login and password please call 474-6856**

**Will accept rush requests? Yes**

**Will fax requests? Will fax all articles at no extra charge**

**Library Express Account #3306**

**DAILY SERVICE**

**Reference Number: #CM101**

**Notes/Comments:**

**Not available for loan: rare materials; reference materials; reserve materials; bound journals/newspapers/ microforms**

**Photocopying fees: \$5.00 per item for photocopies up to 50 pages; and an additional \$5.00 per 50 pages for items more than 50 pages in length.**

**University of Manitoba, Neil John MacLean Health Sciences Library  
Document Delivery  
Room 245 - 727 McDermot Avenue  
Winnipeg, MB R3E 0W3**

**Contact Person: Candice Lewis  
Phone Number: 789-3345/789-3707**

**Alternate Contact:**

**Phone Number:**

**Fax Number: 789-3922**

**Library Code: MWM**

**Email address: [illmed@cc.umanitoba.ca](mailto:illmed@cc.umanitoba.ca)**

**Website address: [www.umanitoba.ca/libraries/units/health](http://www.umanitoba.ca/libraries/units/health)**

**Will accept requests by fax? Yes**

**Will accept requests by e-mail? Yes**

**Will accept requests by phone? Yes**

**Will accept rush requests? Yes**

**Will fax requests? Yes**

**Library Express Account #3306**

**DAILY SERVICE**

**Reference Number: #CM105**

**Notes/Comments:**

**Photocopying fees: \$5.00 per item for photocopies up to 50 pages; and an additional \$5.00 per 50 pages for items more than 50 pages in length. There are no additional charges for Fax or Ariel/Relais delivery and no charge for loans. Neil John Maclean Health Sciences Library includes Carolyn Sifton-Helene Fuld Library, St. Boniface General Hospital, Victoria Hospital Library, Seven Oaks Hospital Library, Concordia Hospital Library, Grace Hospital Library, Misericordia Health Centre Library and the J.W. Crane Memorial Library**

**University of Winnipeg Library  
Document Delivery  
515 Portage Avenue  
Winnipeg, MB R3B 2E9**

**Contact Person: Heather Mathieson – he.mathieson@uwinnipeg.ca**

**Phone Number: 786-9814**

**Alternate Contact: Lynne Schultz**

**Phone Number: 786-9814**

**Fax Number: 786-1824**

**Library Code: MWUC**

**Email address: ill@uwinnipeg.ca**

**Website address: library.uwinnipeg.ca**

**Will accept requests by fax? Yes**

**Will accept requests by e-mail? Yes**

**Will accept requests by phone? No**

**Will accept rush requests? Yes**

**Will fax requests? Yes**

**Library Express Account #3306**

**DAILY SERVICE**

**Reference Number: #CM109**

**Notes/Comments:**

**Rare/reference material not available for loan**

**Winnipeg Public Library  
Millennium Library  
Document Delivery  
251 Donald Street  
Winnipeg, MB R3C 3P5**

**Contact Person: Judy Merrell – [jmerrell@winnipeg.ca](mailto:jmerrell@winnipeg.ca) Phone  
Number: 986-6491/986-6433**

**Alternate Contact:**

**Phone Number:**

**Fax Number: 986-4072**

**Library Code: MW**

**Email address: [wpl-illo@winnipeg.ca](mailto:wpl-illo@winnipeg.ca)**

**Website address: [wpl.winnipeg.ca](http://wpl.winnipeg.ca)**

**Will accept requests by fax? Yes**

**Will accept requests by e-mail? Yes (preferred)**

**Will accept requests by phone? Yes**

**Will accept rush requests? Yes**

**Will fax requests? Yes**

**Library Express Account #3307**

**Call In**

**Reference Number: #CM107**

**Notes/Comments:**

**Not available for loan: AV material; talking books; reference; stack  
reference; Canadiana; periodicals; local history; microfilm**

**Winnipeg School Division  
Prince Charles Educational Resource Centre  
Library Support Services  
1075 Wellington Avenue  
Winnipeg, MB R3E 0J7**

**Contact Person: Marsha Bowyer  
Phone Number: 788-0203 Ext. 143  
Alternate Contact:  
Phone Number:  
Fax Number: 783-9628  
Library Code: MWSD  
Email address: [mbowyer@wsd1.org](mailto:mbowyer@wsd1.org)  
Website address: [www.wsd1.org/PC\\_LMS](http://www.wsd1.org/PC_LMS)  
Will accept requests by fax? Yes  
Will accept requests by e-mail? Yes  
Will accept requests by phone? No  
Will accept rush requests? No  
Will fax requests? Yes**

**Library Express Account #3307  
CALL IN  
Reference Number: #CM113**

**Notes/Comments:  
Not available for loan: AV materials and equipment; reference materials; archival or local history materials**