

Introduction to Interlibrary Loan



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Introduction to Interlibrary Loan

- What is Interlibrary Loan?
- Requesting (Borrowing) Materials
 - *ALA Interlibrary Loan Form*
- Supplying (Lending) Materials
 - *Interlibrary Loan Policy Statement*
 - *Copyright Compliance Guidelines*
- Delivery and Routing
- Information and Training

What is Interlibrary Loan?

ILLINET Interlibrary Loan Code

http://www.cyberdriveillinois.com/departments/library/who_we_are/pdfs/ill_loan_code.pdf

- This code governs ILL transactions between all types of ILLINET libraries in the absence of any consortial or reciprocal agreements.

What is Interlibrary Loan?

- Interlibrary loans (ILL) are transactions in which library materials from one library are made available to another library.
- Libraries involved in ILL transactions are not under the same library administration.
- An ILL is a transaction in which the material moves from library to library/designated library user, not one in which the patron goes directly to an owning library (which is called “Reciprocal Borrowing”).

What is Interlibrary Loan?

Scope of Interlibrary Loan

- Not a substitute for collection development.
- All types of library materials can circulate.
- Supply materials as freely as you request materials.
- Each library should have an ILL Policy Statement.

Requesting (Borrowing) Materials

Borrowing Library Responsibilities

- Don't overburden one library with all of your requests – spread them out.
- Citations should be complete and accurate. When an item can't be verified, write "cannot verify" or "cannot locate" on the request.
- The borrowing library is responsible for all borrowed items, including lost/damaged.
- Honor any special conditions the lending library might have (in library use only, no renewal, etc).
- Keep track of due dates.
- Keep return labels.
- Keep record of transaction for 5 years.

Requesting (Borrowing) Materials

Renewals

- Request a renewal before the due date.
- If owning library does not reply, according to National ILL Code, it is assumed renewal is granted for a time equal to the original loan period.

Requesting (Borrowing) Materials

Overdues

- Borrowing library's responsibility to return.
- Establish a clear policy.
- Have in place a set of overdues similar to the ones you use in circulation for your own materials.
- Send overdue notices at scheduled intervals.
- Send bill in a timely fashion for lost materials.
- Revoke or suspend patron's privileges.

Requesting (Borrowing) Materials

Borrowing Library Fees

- Responsible for:
 - Missing/Damaged fees.
 - Photocopy fees.
- Be aware of fees before initiating a request – check library's ILL policy.

Requesting (Borrowing) Materials

- LOCAL
- REGIONAL



- STATEWIDE
- NATIONAL



LOCAL

- Local Cooperative Agreements with other nearby libraries.



REGIONAL (DLS)

- DLS Web Holds
 - Interlibrary Loan Requests through Web Catalogs
 - MAGIC
 - LINC
 - Participating Stand Alone Public Libraries
- DLS Professional Collection

REGIONAL (DLS)

- DLS Web Holds
 - MAGIC

<http://www.dupagels.lib.il.us/pages/magic.html>

Public Libraries

- Bensenville Community Public Library
- Carol Stream Public Library
- Kaneville Public Library District
- Messenger Public Library of North Aurora
- Oak Brook Free Public Library
- Poplar Creek Public Library District
(Streamwood and Hanover Park)
- Sugar Grove Public Library District
- Town & Country Public Library District (Elburn)
- Wood Dale Public Library District

Academic, School, and Special Libraries

- Bensenville Elementary School District #2
(Blackhawk, Chippewa, Johnson, Mohawk, and Tioga schools)
- DuPage Library System headquarters
(professional collection)
- National University of Health Sciences
- St. Patrick Catholic School
- Theosophical Society in America
- Wheaton Academy



REGIONAL (DLS)

■ DLS Web Holds

■ LINC

<http://www.linc.lib.il.us>

Public Libraries



- Batavia Public Library
- Bloomingdale Public Library
- Franklin Park Public Library
- Geneva Public Library
- Glen Ellyn Public Library
- Itasca Community Library
- St. Charles Public Library
- Villa Park Public Library
- West Chicago Public Library

REGIONAL (DLS)

■ DLS Web Holds:

- http://www.dupagels.lib.il.us/pages/pdf/web_holds.pdf

■ Participating Stand Alone Public Libraries:

- Addison Public Library
- Aurora Public Library
- Bartlett Public Library
- Glenside Public Library
- *Naperville Public Library*
- Warrenville Public Library
- Wheaton Public Library
- Winfield Public Library



REGIONAL (DLS)

- DLS Professional Collection
 - Searchable in MAGIC Catalog
 - Online Request Form:

<http://www.dupagels.lib.il.us/pages/illform.html>



STATEWIDE

■ SHARE

- only available to MAGIC & LINC libraries
- <http://www.shareillinois.info>

■ SILC: Statewide Illinois Library Catalog

- ILLINET/OCLC
- <http://www.finditillinois.org>

■ I-Share

- Consortium of Academic and Research Libraries in Illinois (CARLI)
- <http://www.carli.illinois.edu/mem-prod/I-Share.html>

NATIONAL

- OCLC WorldCat

- Web

- <http://www.worldcat.org>

- Mobile

- <http://www.worldcat.org/mobile>

- FirstSearch

- <http://www.oclc.org/us/en/firstsearch/default.htm>

- Public access

- Resource Sharing (Staff access)

ALA ILL Form

- PDF Fill-in Form

- <http://www.ala.org/ala/mgrps/divs/rusa/archive/protools/referenceguide/illformprint.pdf>

- Word Editable Form

- <http://www.ala.org/ala/mgrps/divs/rusa/archive/protools/referenceguide/illformprint.doc>

- ILL Policy Information

- ELI (Every Library in ILLINET)

- <http://www.eliillinois.org>
- *Note: policy information not available as of June 2009*

- OCLC Policies Directory

- <https://illpolicies.oclc.org>

ALA ILL Form

■ What To Include In A Request

- Clear and legible citation.
 - Name & contact info for your library.
 - Your full return address and ILDS delivery route.
 - Need before date (if necessary or have a default).
 - Maximum cost.
 - Copyright designation (if applicable).
- Note: This information is usually included in your WorldCat Resource Sharing constant data.

Supplying (Lending) Materials

Lending Library Responsibilities

- Lend materials as freely as you request them.
- Reply to an ILL request within 2 working days.
- Requests may be returned unfilled if the citation or location is incomplete.
- Include a copy of the original request with the loan, if possible.
- Include due dates and any special instructions or conditions of loan:
 - *No photocopying.*
 - *In library use only.*
 - *Handle with care.*
- Include return delivery label for out-of-system requests.
- Keep record of transaction for 5 years.

Supplying (Lending) Materials

Remember the Patron

- Information to include on a band or bookmark:
 - Due date.
 - Special handling instructions.
 - Renewal information.
 - Responsibility statement.
 - Recall statement.
 - Other information you believe patrons need to know (overdue fines, etc.).

Supplying (Lending) Materials

Lending Library Fees

- You can't charge other ILLINET libraries for loans of returnable items (like a book) unless it is a RUSH or URGENT request (24 hours or sooner).
- You are encouraged to absorb the cost of providing photocopies, but you may charge for them.
- You may not charge overdue fines to other libraries.

Supplying (Lending) Materials

Code Violations

- The lending library is responsible for informing the requesting library of code violations.
- Libraries may suspend service to a library that disregards the code.
- Send written notification to the suspended library indicating the terms and duration of the suspension.
- Send a copy to the Regional Library System.
- If violations continue, a written request may be sent to the Regional Library System, asking them to serve as a negotiator.
- If negotiation doesn't work, a library's borrowing privileges within ILLINET may be suspended or, if there are sufficient grounds, all ILLINET privileges may be suspended.

ILL Policy Statement

- Libraries should have an ILL policy statement available upon request. Post it to the library website, if possible.
- An up-to-date policy clearly tells other libraries what you will and won't lend.
- Use your policy statement to update your record in:
 - OCLC ILL Policies Directory
<https://illpolicies.oclc.org>
 - ELI (Every Library in ILLINET)
<http://www.eliillinois.org>

Note: policy information not available as of June 2009

ILL Policy Statement

- Be sure to include the following points:

- Adherence to system, state, and national codes.
- Adherence to copyright laws and guidelines.
- Ethical and confidential treatment of requests.
- Restrictions if patrons are delinquent.
- What you will and won't borrow/lend.
- How many requests you will accept at one time.
- Fee statement.
- Patron responsibilities.
- Overdue and billing information.
- Other information necessary for your library.

Copyright Guidelines

- All filled photocopy requests must include a copy of the publisher's copyright information from the work.
- In its absence, a statement that indicates the desire to comply with copyright law must be stamped, printed, or typed on any photocopy supplied.
- Copy requests must be in writing, no phone requests.
- One article per request.
- Records of filled requests must be kept for five years by the requesting library.

Copyright Guidelines

- Sample Notice

- ***Notice: this material may be protected by copyright law (Title 17 U.S. Code)***

- Photocopies Must Indicate Copyright Compliance

- CCG – Indicates compliance with “Copyright Compliance Guidelines” meaning library has not requested more than 5 articles per calendar year from the last 5 years of this title.
- CCL – Indicates request is not governed by CCG, such as photocopies from government documents, from periodicals over 5 years old, or from periodicals the library owns, but has issues with missing pages.
- Keep records of photocopy requests to ensure accuracy with this point.

Delivery & Routing

- Identify Delivery Routes
- Find Routing Labels
- Fill Out Routing Labels
 - DLS
 - *Alternate Drop Locations*
 - *Van on Demand (VOD)*
 - ILDS
- Packaging for Delivery
- Lost in Transit

Delivery & Routing

Delivery Routes

- Sources to identify delivery routes in Illinois, including DLS libraries:
 - ELI - Every Library in Illinois:
<http://eliillinois.org>
 - ILDS Delivery Directory:
http://www.cyberdriveillinois.com/departments/library/whats_new/pdfs/ilds_listing.pdf
 - DLS Delivery Routes
<http://www.dupagels.lib.il.us/pages/delivery.html>

Delivery & Routing

■ DLS Delivery

- <http://www.dupagels.lib.il.us/pages/delivery.html>

■ Weekday Van Delivery

■ Van on Demand (VOD)

DLS
DUPAGE LIBRARY SYSTEM
ROUTING LABEL

Deliver to: _____
(Full name of library)

For: _____
(Full name of destination library
if different than above)

From: _____

MAGIC TRANSIT HOLD

PATRON I.D. # _____

NOTES:
RBP

FINES PAID

Date Returned by Patron: _____

ATTENTION: _____

OTHER:

Delivery & Routing

■ DLS: Alternate Drop Locations

- Some libraries delivery items are picked up and dropped off at locations other than their library.
- Fill out blue routing label completely, including “For” field.
- Drop location library is required to contact the destination library one time only when items arrive for them.
- Destination library is responsible for picking up and dropping off delivery items at the alternate drop location.

Delivery & Routing

- DLS: Van On Demand
 - Delivery on demand, not scheduled.
 - Pick Up delivery from a VOD library:
 - Contact DLS delivery by emailing delivery@dupagels.lib.il.us.
 - Fill out DLS Blue routing label.
 - Deliver to a VOD library:
 - Fill out DLS Blue routing label.
 - Write **VOD** across the top of the slip.

Delivery & Routing

■ ILDS

- <http://www.illinoisdelivers.net>

FINAL DESTINATION*					
<input type="text"/>					
<small>*If different than what is circled below. For materials going to non-ILDS libraries, write the destination library's full name above, and circle their System's ILDS code below at left.</small>					
NOTES					FROM
<input type="text"/>					<input type="text"/>
ALWAYS CIRCLE OR HIGHLIGHT ONE ILDS DESTINATION CODE BELOW					
To Systems or their Non-ILDS Members		To ILDS Libraries			
ALS	ADL	EWU	KEN	NPU	SJN
CPL	ALP	FLD	KIS	NUH	SML
DLS	ARG	GRN	KNX	NWU	SRC
LCL	ARU	GSU	KSC	OAK	SSC
LTL	AUG	HCD	LAC	ONU	SVC
MLS	BEN	HIC	LCC	PML	SWI
NSL	BHC	HRT	LCN	PRC	SXU
PAC	BLC	HWC	LEW	PRK	TIU
PAR	BRA	ICC	LFC	QCY	TRN
PAS	BRN	ICO	LKC	RAS	TRT
RPL	CLC	IEF	LLC	RCC	UCH
SHL	COD	IEL	LNC	RKC	UIC
	COL	IEO	LUC	RLC	UIH
	CON	IEW	MBI	RMC	UIP
	CRL	IIA	MCK	ROB	UIR
	CSC	IID	MHC	ROS	UIS
	CSP	IIT	MIL	ROU	UIU
	CSU	ILC	MMC	RSH	UNI
	CTS	IMS	MON	RVC	USF
	CTU	ISL	MTS	SAI	VCM
	DAC	ISU	MVC	SCC	WCC
	DOM	IVC	MWU	SCI	WHE
	DPU	IWU	MXC	SEI	WIU
	DPX	JAL	NBT	SFM	WRH
	ECC	JKM	NBY	SHC	WWC
	EIU	JOL	NCC	SIC	
	ELM	JUD	NEI	SIE	
	ERI	JWC	NIU	SIM	
	ERK	KCC	NLU	SJC	

ILDS
WWW.ILLINOISDELIVERS.NET

ILDS codes defined at
<http://www.illinoisdelivers.net>

For a directory of all Illinois libraries see:
<http://www.eillinois.org>

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Delivery & Routing

Packaging Materials for Delivery

- Include a copy of ILL paperwork with material.
- Place routing slip on material.
- Rubber band routing label to material (2 bands, crossed).
 - *Do not tape routing slip to materials!*
- Tape band to routing label.

Delivery & Routing

Packaging Materials for Out of State Delivery

- ALA Interlibrary Loan Packaging and Wrapping Guidelines:

<http://web.archive.org/web/20070608141027/http://www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibraryloan.htm>

- Keep paperwork that indicates when and how you shipped the item and the cost.
- Include a return address label with material.
- Include a copy of ILL paperwork with material.

Delivery & Routing

Lost In Transit

- Check with your interlibrary loan and circulation staff to see if they know the whereabouts of the item.
- Check your library's shelves and work areas.
- Call the borrowing library and ask if they received the item. Have them check their stacks and work areas.
- Email DLS Delivery at delivery@dupagels.lib.il.us if you lost an item so that we can get the word out.
- Lost Items: If you told us it was lost and then you found it, let us know.

Information & Training

■ DLS Interlibrary Loan Manual

- http://www.dupagels.lib.il.us/pages/pdf/ill_manual.pdf
- Also includes information about:
 - Book and Multimedia Requests
 - Photocopy Requests (Periodical Articles)
 - Census Microfilm Requests
 - Genealogy and Historical Newspaper Requests
 - Government Documents
 - Patent Requests
 - ERIC Document Requests

Information & Training

- DLS Resource Sharing

- <http://www.dupagels.lib.il.us/pages/resourcesharing.html>

- ILLINET Interlibrary Loan Code

- http://www.cyberdriveillinois.com/departments/library/who_we_are/pdfs/ill_loan_code.pdf

- ILLINET/OCLC Documentation

- http://www.cyberdriveillinois.com/departments/library/who_we_are/OCLC/home.html

- OCLC WorldCat Resource Sharing Support

- <http://www.oclc.org/resourcesharing/support/default.htm>

- L2 [Library Learning] Calendar

- <http://www.librarylearning.info/?LibSys=DLS>

Introduction to Interlibrary Loan

For question or additional information, contact:

Donald J. Myers
Resource Sharing Specialist
DuPage Library System

Email: dmyers@dupagels.lib.il.us

Phone: 630/232-8457 x220

Website: <http://www.dupagels.lib.il.us>