Interlibrary Loan with the University of Delaware Library

Megan Gaffney Coordinator, Interlibrary Loan and Document Delivery Services University of Delaware Library



Today's Agenda

- Our collection and ILL availability
- How to place requests
- Interlibrary Loan Code for the United States
- Resources
- Wrap-up/Q&A

Requesting Materials

UNIVERSITY OF DELAWARE LIBRARY COLLECTION AND POLICIES

What can we lend and for how long? Physical Items

- "Available" books from Morris, Chemistry, Library Annex, Marine Studies Library, and Physics – 70 days
- Select Film and Video materials 7 days
 Some restricted to in-library use only
- Microforms most titles, most for 70 days
 - Restricted to in-library use only



Icopies Location Status Call number University of Delaware Library Image: Call number Image: Call number Hide item details Image: Call number Image: Call number Morris Library Book Loan Image: Call number Image: Call number

NIVERSITYOF

Get it in the library

4 copies

Location	Status	Call number
Jniversity of Delaware ∟ibrary	🤣 v.1-3	
 Hide item details 		
Library Annex Book Loan	v.1-3	DA690 .N6 W4
Library Annex Book Loan	v.1 Available	DA690 .N6 W4
Library Annex Book Loan	V.2 Available	DA690 .N6 W4
Library Annex Book Loan	v.3 Available	DA690 .N6 W4

NIVERSITYOF

 Get it in the library

 Icopies

 Location
 Status

 University of Delaware

 Library

 Hide item details

 Morris Library Book Loan

 Checked Out, Due

 5/8/17

INIVERSITY OF



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Hide item details			
Film and Video Collection Media Loan	📀 Available	HDDVD 36	
Media Loan		-	

University of Delaware Library

PIVERSITY OF ELAWARE

أث G	et it in the library		
-	<u>1 copies</u>		
	Location	Status	Call number
	University of Delaware Library		
	Hide item details		
	Film and Video Collection Long-Term Restricted Loan	📀 Available	DVD 5074

Richmond enquirer.

Publisher: Richmond, Va. : Thomas Ritchie, 1815-

Series: Early American newspapers.

Edition/Format:

Newspaper : Microfilm : English : Semiweekly
 of <u>View all editions and formats</u>

University of Delaware Library



1 copies

Location	Status	Call number
University of Delaware Library	1815-1823, 1825-1840	
Hide item details		
Morris Library Ask Staff for Assistance	1815-1823, 1825-1840	S 483



- Articles from print journals, including Special Collections
- Chapters from books, including Special Collections
- Articles from some electronic journals and books



E-journals

ELAWARE.

<< Return to Search Results	
Saud	i journal of gastroenterology : official journal of the Saudi Gastroenterology Association.
Author:	Saudi Gastroenterology Association.
Publisher	Riyadh, Saudi Arabia : The Association
Edition/Fo	ormat: 👩 eJournal/eMagazine : Document : Periodical : English View all editions and formats
Database	2. WorldCat
Sea	rch this publication for other articles with the following words: Search
Find a copy online	
Check for online access at your I	ibrary
Get It!	
Links to this item	
University of Delaware Librar	y (4)
Access journal Saudi Journal of Gastroenter	ology : Official Journal of the Saudi Gastroenterology Association, PubMed Central fulltext only, (2008~present, volume:14)
Access journal Saudi Journal of Gastroenter	ology, Directory of Open Access Journals (All titles), (1995~present)
Access journal Saudi Journal of Gastroenter	ology, Health Reference Center Academic, (2002-01~present)
Show all links from University	y of Delaware Library (4)



• Fee-based; public domain materials only

<< Return to Search Results</p>

	Coplas de	e Don Jorge Manrique			
	Author:	Jorge Manrique; Henry Wadswo	rth Longfellow; I R Butts; Allen & Ticknor,		
	Publisher:	Boston : Allen and Ticknor, 1833	1		
	Edition/Format:	Print book : Poetry : English	View all editions and formats		
	Database:	WorldCat			
Preview this	item				
Find a cop	y in the library				
Please visit y	your library to get this iter	n.			
University	of Delaware Library				
🟛 Ge	et it in the library				
	1 copies				
	T copies				
	Location		Status	Call number	ľ
	University of Delaware Library				
	Hide item details				
	Special Collections Non-Circ	culating S20	🛇 Available	PQ6412 .M5 C65	
_					

What is not available?

- Specific collections do not circulate, but article/chapter PDFs are possible: Special Collections, Reference, bound journals
- Other collections: patents, Music Resource Center materials, Browsing Collection, software, print materials published before 1850
- Film and Video titles scheduled for classroom use are not available
- Electronic material restricted by licenses
- Items in poor condition



JNIVERSITY of DELAWARE

Research Tools

Collections & Services

About the Library

Ask the Library 📿

Lending to Delaware Libraries Requesting Materia

Libraries without access to OCLC WorldShare ILL or DOCLINE should send requests to the University of Delaware ILL Office <u>online</u>. Please note that libraries must <u>register for an account</u> before requesting materials.

- Article DELivery Service
- > ILL Policies and Procedures

https://library.udel.edu/interlibraryloan/delaware/

Loan Period

Returnables are loaned for 70 days and are not renewable. Recalled material must be returned immediately.

Audiovisual items are loaned at the discretion of Film and Video Collection staff for one week use.

Materials Not Available for Loan

- Periodicals
- Pre-1850 imprints
- Reference materials
- Software
- Special Collections
- U.S. Patents

- SHARES: Visit research libraries with your University of Delaware ID card
- > Lending Information for Other Libraries
- > Lending to Delaware Libraries

Contact Interlibrary Loan

University of Delaware Library 181 South College Avenue Newark, DE 19717-5267

Phone: (302) 831-6951 Fax: (302) 831-2481 OCLC Symbol: DLM DOCLINE Symbol: DEUCVF



HOW TO REQUEST THROUGH UD'S WEBFORMS

Requesting from UD

- OCLC WorldShare ILL/Tipasa is strongly preferred for any library that has access (DLM)
- DOCLINE (DEUCVF)
- Lending webforms if no OCLC or DOCLINE

Step 1: ILL account for your library

 UNIVERSITY of DELAWARE

 Library

 Research Tools ▼
 Collections & Services ▼
 About the Library ▼

Registration for University of Delaware ILL Lending

UD Ho

Borrowing libraries who do not use OCLC ILL should complete this form to be registered to use the University of Delaware Interlibrary Loan online lending request forms. Libraries only need to register once and will receive an e-mail with login instructions at the e-mail address entered on this form. For more information about University of Delaware's Interlibrary Loan Lending policies and procedures, please see: https://library.udel.edu/interlibraryloan/lending/.

If you have any questions, please email the Interlibrary Loan Office or call 302-831-2236.

University of Delaware faculty, staff, or students trying to log in to the Interlibrary Loan system should go to: <u>http://udel.illiad.oclc.org/illiad/logon.html</u>.

https://library.udel.edu/interlibraryloan/lending/illregister/

Shipping Address:*	
Billing Address:	

Email:*

ILL account tips

- Username is for **your library**, not individual staff members.
- Use an email address for **your library**, not individual staff members.
- We can reset forgotten passwords: call or email us.

Step 2: Log in to our webform



UNIVERSITY of DELAWARE Library

University of Delaware Interlibrary Loan Lending

Libraries may log in below to request materials from the University of Delaware Library. Lending policies and fees are available online at http://www.lib.udel.edu/ud/ill/lending.html.

If you are a University of Delaware current faculty, staff, or student, log in to your ILL account at http://udel.illiad.oclc.org/illiad/logon.html.

First Time Users - click here to request an account for the University of Delaware Interlibrary Loan system.

*Username		* Indicates required field
*Password		
	Logon to ILLiad	

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https://udel.illiad.oclc.org/illiad/lending/lendinglogon.html





Or this one, also for UD patrons...

UNIVERSITY of DELAWARE

Central Authentication Service (CAS)

Login with your UD ID or username and password

Username is either your UDelNet ID or your email address. UD ID is your numeric University identifier. More help.

Username or UD ID:

Password:

🗸 Log in

Forgot your Username or Password? The second second



UD ID is your University identifier. All employees, students, and alumni have a UD ID. More help.

U<u>D</u> ID:





Forgot your UD ID or PIN? 🖷

Some systems may not be available between approximately 1:00 a.m. and 1:30 a.m. EST Monday - Saturday, and between 3:30 a.m. and 7:30 a.m. EST on Sundays due to system maintenance.

University of Delaware • Newark, DE 19716 • USA Phone: 302-831-6000 • www.udel.edu/help



Help

... but this one, our lending pages



UNIVERSITY of **DELAWARE** Library

University of Delaware Interlibrary Loar Lending

Libraries may log in below to request materials from the University of Delaware Library. Lending policies and fees are available online at http://www.lib.udel.edu/ud/ill/lending.html.

If you are a University of Delaware current faculty, staff, or student, log in to your ILL account at http://udel.illiad.oclc.org/illiad/logon.html.

First Time Users - click here to request an account for the University of Delaware Interlibrary Loan system.

*Username	()	* Indicates required field
*Password		
	Logon to ILLiad	

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https://udel.illiad.oclc.org/illiad/lending/lendinglogon.html



UNIVERSITY of DELAWARE Library

University of Delaware Library Interlibrary Loan Lending

Choose an option from the choices below.

Logoff MRGDLN

Main Menu

New Request

Copy

(Scan/PDF of journal articles,

book chapters)

Loan

View

- Outstanding Requests
- Shipped Items
- Cancelled Requests
- Completed Requests
- All Requests
- Notifications

Tools

Change Address Information Change Password

Outstanding Requests				Subscribe to Alerts Feed
Transaction	Title	Author	Status	
 No Requests	·		·	No Alerts

Search

Active All

Step 3: What do you want to request?

IVFRSITYOF

Logoff MRGDLM

New Request

• Сору
(Scan/PDF of journal articles
book chapters)

Loan

View

Outstanding Requests Shipped Items Cancelled Requests Completed Requests All Requests Notifications

Tools

Change Address Information Change Password

Outstanding Requests							
Transaction	Title	Author	Status				
No Requests							
Convright © 2016 Atlas Systems Inc. All Rights Res	served						

Subscribe to Alerts Feed	
No Alerts	

- A loan request is something you want to borrow and return.
- A copy request is something we'll send electronically as a PDF: journal articles, book chapters.

Step 4: Request It!

Copy Request * Indicates required field All articles will be delivered as a PDF via Odyssey (if an address is provided) or Article Exchange. Enter information below and press the Submit Request button to send. (Scan/PDF of journal articles, Please describe the item you are requesting: *University of Delaware Call Number Use DELCAT to search the University of Delaware catalog. Source Title (Journal, Conference Proceedings, Anthology) Please avoid abbreviations. Volume **Issue Number** Month *Year Change Password *Pages ISSN/ISBN **OCLC Number** Article Author *Article Title Patron Name Borrower's Reference No. 07/01/2017 *Not Wanted After Date (MM/DD/YYYY) *Indicate copyright compliance (CCG or CCL): • What is the maxcost you will pay for this item?

Outstanding Requests Shipped Items Cancelled Requests Completed Requests All Requests Notifications Tools

Logoff MRGDLM

Main Menu

Copy

book chapters) Loan

View

New Request

Change Address Information

Lending fees are available here.

Step 4: Request It!

NIVERSITY OF ELAWARE

Logoff MRGDLM

Main Menu

New Request

 Copy (Scan/PDF of journal articles, book chapters)

Loan

View

Outstanding Requests Shipped Items Cancelled Requests Completed Requests All Requests Notifications

Tools

Change Address Information Change Password

Loan Request	* Indicates required field
Enter information below and press the Submit Request button to send.	
Please describe the item you are requesting.	
University of Delaware Call Number Jse <u>DELCAT</u> to search the University of Delaware catalog.	
Author/Editors	
Title Please avoid abbreviations.	ш.
Publisher	
Place of Publication	
Date of Publication	
Edition	
ISBN (International Standard Book Number)	
OCLC Number	
Patron Name	
Borrower's Reference No.	
Not Wanted After Date	07/02/2017
Will you accept an alternate edition of this item?	Yes 👻
What is the maximum cost you will pay for this item? Lending fees are available <u>here</u> .	
Notes	
	Submit Request Clear Form Cancel - Return to Main Menu

Requesting Tips

- One request per form, please!
- We don't charge DE libraries, but need that "maximum cost" question for the non-DE libraries who request.

What is the maximum cost you will pay for this

item?

Lending fees are available here.



• Complete title, year/edition, and call number are extremely useful.

University of Delaware Library	- Search	▼ WorldCat ▼
University of Delawa		Libraries to search Libraries Worldwide
<- Return to Search Results Over Generation Constrained Over Generation Constrained Out Of Mission Constrained	Cultural co Author: Publisher: Edition/Format: Database:	Cambridge, MA : The MIT Pres [2016] Print book : English <u>View all editions and formats</u> WorldCat



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 Use the Notes field to give specific information like "We need all three volumes" or "We only need volume 2."

Univers	ity of Delaware Library		
盦	Get it in the library		
E	4 copies		
	Location	Status	Call number
	University of Delaware Library	🔮 v.1-3	
	Hide item details		
	Library Annex Book Loan	v.1-3	DA690 .N6 W4
	Library Annex Book Loan	V.1 Available	DA690 .N6 W4
	Library Annex Book Loan	V.2 Available	DA690 .N6 W4
	Library Annex Book Loan	V.3 Available	DA690 .N6 W4

Get it in the library

4 copies

ocation	Status	Call number
Iniversity of Delaware ibrary	🤣 v.1-3	
 Hide item details 		
Library Annex Book Loan	v. 1 -3	DA690 .N6 W4
Library Annex Book Loan	v.1 Available	DA690 .N6 W4
Library Annex Book Loan	v.2 Available	DA690 .N6 W4
Library Annex Book Loan	v.3 Available	DA690 .N6 W4

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 Bonus points and good library karma for including the OCLC Number in your request.

 Details 			
Document Type:	Book		
All Authors / Contributors:	Phillip Penix-Tadsen		
	Rind more information about: Phillip Penix-Tadsen 👻 Go		
ISBN:	9780262034050 0262034050		
OCLC Number:	933386004		
Description:	ix, 333 pages : illustrations ; 24 cm		
Responsibility:	Phillip Penix-Tadsen.		

Step 5: Wait for It!

- Loans are shipped by courier (where available), mail, or UPS.
- **Copies** are sent by Odyssey or Article Exchange.
- We'll email you with questions or if asking you to comply with restrictions.

Step 5: Wait for It!

Search

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University of Delaware Library Interlibrary Loan Lending

Choose an option from the choices below.

Logoff MRGDLM

Main Menu

New Request

 Copy (Scan/PDF of journal articles, book chapters)

Loan

View

Outstanding Requests Shipped Items Cancelled Requests Completed Requests All Requests Notifications

Tools

Change Address Information Change Password

Outstanding Requests				Subscribe to Alerts Feed
Transaction	Title	Author	Status	
<u>281371</u>	Testing a book title	Gaffney, Megan	In Stacks Searching	No Alerts

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Following up: Loans

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Search

Choose a request below for detailed information.

.ogoff	Shipped Items								
lain Menu	Transaction Number	Title	Author	Due Date	Status	Status Date			
lew Request • Copy	<u>524568</u>	Essential Cinema: on the necessity of film canons	Rosenbaum	6/9/2017	ltem Shipped	4/3/2017 1:59:39 PM			
can/PDF of journal articles,	<u>525766</u>	Advice for a Young Investigator	Cajal	6/15/2017	ltem Shipped	4/6/2017 4:22:29 PM			
• Loan	<u>527205</u>	Twelve Against the Gods	Bolitho	6/22/2017	ltem Shipped	4/14/2017 10:48:1 AM			
iew	<u>528017</u>	Louis Vuitton City Bags: a natural history	Kaufmann	8/27/2017	ltem Shipped	4/19/2017 3:49:42 PM			
Shipped Items	<u>530253</u>	Soviet Policies in the Middle East	Golan	7/7/2017	Item Shipped	4/28/2017 3:04:54 PM			
Cancelled Requests Completed Requests	<u>530255</u>	Russia and the Arabs	Primakov	7/7/2017	Item Shipped	4/28/2017 3:04:40 PM			
All Requests Notifications	530263	The Quest for Hegemony in the Arab World	Podeh	7/7/2017	Item Shipped	4/28/2017 3:40:49 PM			
ols	<u>531530</u>	Documents relative to the colonial history of the state of New-York : procured in Holland, England, and France /		7/14/2017	Item Shipped	5/8/2017 3:07:37 PM			
Change Address Information Change Password	<u>531531</u>	Plockhoy from Zurik-zee; the study of a Dutch reformer in Puritan England and colonial America,	Harder, Leland, 1926-	7/14/2017	Item Shipped	5/8/2017 12:08:12 PM			
	<u>535274</u>	Syria and Iran: Rivalry and Cooperation	Agha	8/10/2017	Item Shipped	6/1/2017 10:48:58 AM			
	505075	le come en la companya de la company	-	011010017					

Following up: Copies

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Search

Below are recent e-mail notifications that have been sent to you. Click on any subject for the content of the e-mail.

Logoff MRGDLM

Main Menu

New Request

 Copy (Scan/PDF of journal articles, book chapters)

Loan

View

Outstanding Requests Shipped Items Cancelled Requests Completed Requests All Requests Notifications

Tools

Change Address Information Change Password

Subscribe	to	Notifications	Foor
Subscribe	10	Notifications	1 660

Notifications				
Subject	Sent			
ILL request - Marine Studies	5/10/2016 9:19:03 AM			
ILL request - Marine Studies	5/10/2016 9:16:56 AM			
ILL request - Chemistry	5/10/2016 9:11:45 AM			
ILL request - Physics	5/3/2016 10:48:11 AM			
ILL request - Physics	5/3/2016 10:44:01 AM			
ILL request - Physics	5/3/2016 10:41:58 AM			
ILL request - Physics	5/3/2016 10:36:48 AM			
ILL request - Physics	5/3/2016 10:32:39 AM			
Lending web request cancelled	11/18/2015 2:13:40 PM			
ILL request- Article Exchange Delivery	11/10/2015 9:17:19 AM			
ILL request- Article Exchange Delivery	11/4/2015 4:04:09 PM			
ILL Invoice	4/9/2014 11:42:30 AM			
ILL invoice	4/9/2014 11:42:22 AM			
ILL request- Article Exchange Delivery	7/17/2013 2:24:03 PM			
ILL request- Article Exchange Delivery	7/17/2013 2:08:36 PM			

Following up: Copies

Search

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Viewing detailed notification information

-

Logoff MRGDLM	Notification Information				
Main Menu	Subject	ILL request- Article Exchange Delivery			
New Request	Body				
Copy (Scan/PDF of journal articles, book chapters)		Your requested article is available at http://oc.lo/jzTk7T Use this case-sensitive password: U4fxjbd4 Article Author:			
• Loan		Journal Title: To test e-journal routing rule Journal Volume: Journal Ver 1900			
View Outstanding Requests		Journal Year 1900 ILL: OTH - Our TN: 431512			
Shipped Items Cancelled Requests Completed Requests All Requests Notifications		Please note the following time constraints: * Once a file is retrieved, it remains available for thirty (30) days. After thirty days, the file will be removed from the Article Exchange site. * Each document file can be retrieved a maximum of five (5) times for each URL/password combination. * Files that are not retrieved remain available for 30 days following the original request date. After 30 days, they are automatically removed from			
Tools Change Address		the Article Exchange site.			
Information Change Password		University of Delaware Library 181 South College Avenue Newark, DE, 19717-5287			
		ill@hawkins.lib.udel.edu 302-831-8951 ***** NOTICE WARNING CONCERNING COPYRIGHT RESTRICTION The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.			
	Transaction	431512			
	Sent	11/10/2015 9:17:19 AM			

In summary

- As much information as possible!
- Bookmark our lending webform (https://udel.illiad.oclc.org/illiad/lending/lendinglogon.html)
- Register or contact us to reset your password if needed.



• Tipasa is coming: stay tuned.

https://www.oclc.org/en/tipasa.html



The code: 2016 revision highlights

- Due date: meaning has changed
- Compliance with copyright law vs. compliance with CONTU*
 - * if you need a refresher, try expert Cindy Kristof's
 <u>ILL 101 presentation slides</u>

The Code and Best Practices

- Return recalled items immediately
- Be willing to lend if you borrow
- Maintain confidentiality
- Note any special requirements or restrictions ("Must be the 8th edition," "Please don't send for in-library use only")

The Code and Best Practices

- Have a policy available for your patrons
- Assume responsibility for the loaned material
 even if you never receive it
- Return items in the same condition you received them. "In particular, a requesting library should never affix adhesive labels or tape directly to any borrowed item."

Connected by the ILL code!

FILAWARE





Interlibrary Loan Code for the United States

- http://www.ala.org/rusa/guidelines/interlibrary
- Supplement:

http://www.ala.org/rusa/resources/guidelines/interlibraryloancode

• Printable PDF:

http://www.ala.org/rusa/sites/ala.org.rusa/files/content/sections/stars/resources/ILL%20Code%20with%20Supplement.pdf





Online Learning Institute

http://idsproject.org/OLI/index.aspx



The Rethinking Resource Sharing Initiative

rethink | reflect | redefine | recreate | revive



https://rethinkingresourcesharing.org/

Interlibrary Loan at UD

- DELCAT Discovery: <u>http://delcat.worldcat.org/</u>
- AskILL: <u>https://library.udel.edu/interlibraryloan/askill/</u>
- Lending to Delaware Libraries: <u>https://library.udel.edu/interlibraryloan/delaware/</u>
- Our request system: <u>https://udel.illiad.oclc.org/illiad/lending/lendinglogon.html</u>

Thank you! Any questions?

Megan Gaffney gaffneym@udel.edu https://library.udel.edu/interlibraryloan/