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
**Frankly, my dear : Gone with the wind revisited**

*Author:* Molly Haskell  
*Publisher:* New Haven [Conn.]: Yale University Press, ©2009.  
*Series:*Icons of America.  
*Edition/Format:* Print book: English  
*Database:* WorldCat  
*Summary:* Haskell keeps both novel and movie at hand, moving from one to the other, comparing and distinguishing what Margaret Mitchell expresses from what obsessive producer David O. Selznick, directors George Cukor and Victor Fleming, screenwriters Sidney Howard and a host of others (including Ben Hecht and Scott Fitzgerald), and actors Vivien Leigh, Clark Gable, Hattie McDaniel, and others convey. She emphasizes the [*Read more*](http://example.com).

**University of Delaware Library**

<table>
<thead>
<tr>
<th>Location</th>
<th>Status</th>
<th>Call number</th>
<th>Notes</th>
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<tbody>
<tr>
<td>University of Delaware Library</td>
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<td>PN1196 .G36 M37 2009</td>
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<td>Status</td>
<td>Call number</td>
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<td>Library Annex Book Loan</td>
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<td>Library Annex Book Loan</td>
<td>v.3</td>
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University of Delaware Library

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<tbody>
<tr>
<td>University of Delaware Library</td>
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<td></td>
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**Hide item details**

- **Morris Library Book Loan**
  - Checked Out, Due 5/8/17
## University of Delaware Library

### Get it in the library

**1 copies**

<table>
<thead>
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<tr>
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**Film and Video Collection**

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<tr>
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<td>Available</td>
<td>DVD 5074</td>
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**Film and Video Collection**

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<th>Status</th>
<th>Call number</th>
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</thead>
<tbody>
<tr>
<td>Long-Term Restricted Loan</td>
<td>Available</td>
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Richmond enquirer.

Publisher: Richmond, Va. : Thomas Ritchie, 1815-
Series: Early American newspapers.

University of Delaware Library

Get it in the library

<table>
<thead>
<tr>
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<th>Status</th>
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</thead>
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<tr>
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<td>1815-1823, 1825-1840</td>
<td></td>
</tr>
<tr>
<td>Morris Library Ask Staff for Assistance</td>
<td>1815-1823, 1825-1840</td>
<td>S 483</td>
</tr>
</tbody>
</table>
What can we send?

PDFs

• Articles from print journals, including Special Collections
• Chapters from books, including Special Collections
• Articles from some electronic journals and books
Hospitals: the journal of the American Hospital Association.

**Author:** American Hospital Association.

**Publisher:** Chicago, Ill.: The Association, ©1936-1993.

**Edition/Format:** Journal, magazine : Periodical : English   View all editions and formats

**Database:** WorldCat

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### University of Delaware Library

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<thead>
<tr>
<th>Location</th>
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<th>Call Number</th>
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<tr>
<td>Library Annex Periodical Loan</td>
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**More like this**

- Hospitals -- Periodicals.
- Hospitals -- United States -- Periodicals.
- Hospitals -- Canada -- Periodicals.

**Subjects**

View all subjects
E-journals


Author: Saudi Gastroenterology Association.
Publisher: Riyadh, Saudi Arabia: The Association
Database: WorldCat

Find a copy online

Check for online access at your library
Get it!

Links to this item

Access journal

Access journal

Access journal
Digitization on Demand

- Fee-based; public domain materials only
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
Lending to Delaware Libraries

For complete policies

https://library.udel.edu/interlibraryloan/delaware/
For non-OCLC and non-DOCLINE libraries

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

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

https://udel.illiad.oclc.org/illiad/lending/lendinglogon.html
Hint! It’s not this screen for our UD patrons...

Interlibrary Loan & Article DELivery Service

Interlibrary Loan users will never receive an email with instructions for reactivating or verifying Interlibrary Loan services. If you do receive such an email, please report it to the University of Delaware Interlibrary Loan Office.
Or this one, also for UD patrons...

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

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

UD ID:

PIN:

Log in

Forgot your Username or Password?

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.
... but this one, our lending pages

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

<table>
<thead>
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<th>Transaction</th>
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<th>Status</th>
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</thead>
<tbody>
<tr>
<td>No Requests</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copyright © 2018 Atlas Systems, Inc. All Rights Reserved.
Step 3: What do you want to request?

- 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

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.

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
- Pages
- ISSN/ISBN
- OCLC Number
- Article Author
- Article Title
- Patron Name
- Borrower’s Reference No.
- Not Wanted After Date (YYYY/MM/DD)
- Indicate copyright compliance (CCG or CCL):
  What is the maxcost you will pay for this item?
  Lending fees are available here.
# Step 4: Request It!

## Loan Request

Enter information below and press the Submit Request button to send.

**Please describe the item you are requesting.**

*University of Delaware Call Number*

Use [DELCAT](#) to search the University of Delaware catalog.

**Author/Editors**

**Title**

Please avoid abbreviations.

**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**

* (MM/DD/YYYY)

**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 [here](#).**

**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.
Requesting Tips

• Complete title, year/edition, and call number are extremely useful.
### Get it in the library

<table>
<thead>
<tr>
<th>Location</th>
<th>Status</th>
<th>Call number</th>
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<tbody>
<tr>
<td>University of Delaware Library</td>
<td></td>
<td>GV1459.17.S63 P46 2016</td>
</tr>
</tbody>
</table>

### WorldCat

**Find it in libraries globally**

- **Worldwide libraries own this item**

### Details

- **Document Type:** Book
- **All Authors / Contributors:** Philip Penix-Tadsen
- **ISBN:** 9780262034050 0262034050
- **OCLC Number:** 933380004
- **Description:** ix, 333 pages : Illustrations ; 24 cm
- **Responsibility:** Phillip Penix-Tadsen.
Requesting Tips

- Use the **Notes** field to give specific information like “We need all three volumes” or “We only need volume 2.”
# University of Delaware Library

### Get it in the library

<table>
<thead>
<tr>
<th>Location</th>
<th>Status</th>
<th>Call number</th>
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</thead>
<tbody>
<tr>
<td>University of Delaware Library</td>
<td>v.1-3</td>
<td></td>
</tr>
</tbody>
</table>
Requesting Tips

• Bonus points and good library karma for including the **OCLC Number** in your request.
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!
### Shipped Items

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<td>8/10/2017</td>
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<td>4/8/2017 4:22:29 PM</td>
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<td>7/7/2017</td>
<td>item shipped</td>
<td>4/28/2017 3:04:54 PM</td>
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<td>000000</td>
<td>Russia and the Arabs</td>
<td></td>
<td>7/7/2017</td>
<td>item shipped</td>
<td>4/28/2017 3:04:40 PM</td>
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<td>item shipped</td>
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<td>000000</td>
<td>Documents relative to the colonial history of the state of New-York / procured in Holland, England, and France /</td>
<td></td>
<td>7/14/2017</td>
<td>item shipped</td>
<td>5/6/2017 3:07:37 PM</td>
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<tr>
<td>000000</td>
<td>Plockhoy from Zunkkee, the study of a Dutch reformer in Punian England and colonial America,</td>
<td></td>
<td>7/14/2017</td>
<td>item shipped</td>
<td>5/6/2017 12:08:12 PM</td>
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<tr>
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<td></td>
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<td>item shipped</td>
<td>6/1/2017 10:48:56 AM</td>
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</table>
Following up: Copies

University of Delaware Library
Interlibrary Loan Lending

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

Subscribe to Notifications Feed

<table>
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<tr>
<th>Subject</th>
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<td>ILL request - Music Studies</td>
<td>6/10/2016 9:16:46 AM</td>
</tr>
<tr>
<td>ILL request - Chemistry</td>
<td>5/10/2015 9:11:45 AM</td>
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<tr>
<td>ILL request - Physics</td>
<td>5/3/2015 10:48:11 AM</td>
</tr>
<tr>
<td>ILL request - Physics</td>
<td>5/3/2015 10:44:01 AM</td>
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<td>ILL request - Physics</td>
<td>5/3/2015 10:41:58 AM</td>
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<tr>
<td>ILL request - Physics</td>
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<td>Lending was request cancelled</td>
<td>5/3/2015 10:32:39 AM</td>
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<tr>
<td>ILL request - Article Exchange Delivery</td>
<td>11/19/2015 2:12:10 PM</td>
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<td>7/17/2013 2:03:30 PM</td>
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Following up: Copies
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.
Final Note

- Tipasa is coming: stay tuned.

INTERLIBRARY LOAN CODE FOR THE UNITED STATES & BEST PRACTICES
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 ILL 101 presentation slides
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!
HELPFUL LINKS FOR BEING A RESOURCE SHARING SUPERSTAR
Interlibrary Loan Code for the United States

• [http://www.ala.org/rusa/guidelines/interlibrary](http://www.ala.org/rusa/guidelines/interlibrary)

• Supplement: [http://www.ala.org/rusa/resources/guidelines/interlibraryloancode](http://www.ala.org/rusa/resources/guidelines/interlibraryloancode)

Online Learning Institute

http://idsproject.org/OLI/index.aspx
Rethinking Resource Sharing

The Rethinking Resource Sharing Initiative

rethink | reflect | redefine | recreate | revive

https://rethinkingresourcesharing.org/
Interlibrary Loan at UD

• DELCAT Discovery: http://delcat.worldcat.org/
• AskILL: https://library.udel.edu/interlibraryloan/askill/
• Lending to Delaware Libraries: https://library.udel.edu/interlibraryloan/delaware/
• Our request system: https://udel.illiad.oclc.org/illiad/lending/lendinglogon.html
Thank you!
Any questions?

Megan Gaffney

gaffneym@udel.edu

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