



INTERLIBRARY LOAN REQUESTS

A GUIDE FOR CITE-CHECKERS

ILL: Instructions to Cite Checkers

Managing your ILL requests

- Have a system Interlibrary loan material must be managed differently than other library material. Some publications have one person in charge of all interlibrary loans. This person makes sure that the form is filled out properly and legibly, on campus sources have been thoroughly checked and the request does not duplicate other requests for the same article. If you do not have one person who takes on this responsibility, all cite checkers must be carefully trained.
- avoid duplicates Often an article will cite one work several times. Please do not duplicate requests! If one person is not in charge of coordinating all requests, cite checkers need to know what each other is requesting.
- one item per form If you are going to request photocopies of specific pages of a title as they are cited, each request must be submitted on a separate form. It is more efficient if you submit a request for all pages needed from one title at the same time (but we do not require it).
- If you are going to request loan of the volume, the cite checkers must take care to get copies of *all* relevant citations from that volume while it is here on loan.
- Common problems The most common problems are listed on the response form used to notify you that the ILL can not proceed. A copy is included in this manual, last page. In short, most requests are delayed or stopped for one of these reasons:
- * The material is already owned on campus.
 - * Insufficient bibliographic information to identify what to order.
 - * Request form asks that the item be obtained within a very limited time frame (one week or one month) and we've not been able to obtain it within that time frame.
 - * The citation was incorrect and the article or portion was not found at the volume and pages cited.
 - * A request for a newspaper fails to identify the city of publication.

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Filling out the form

Cite checker's name AND article name	Because the publications assume responsibility for all ILL material requested it is important to include <i>both the name of the cite checker and the name of the article</i>
Address to which material is to be delivered.	Specify the address to which material and notices should be sent. This may be the office or carrel at which the cite checking is being done or it may be a main office. In either case, <i>please note the office or carrel number on the form</i> . Library staff can not memorize all the carrel and office addresses.
Give last needed date	The expiration date is the date after which you can no longer use the item--and after which the library will cease efforts to try to obtain it. When choosing an expiration date, remember:
--rarely use "RUSH"	RUSH means that you <u>must</u> have the book or photocopy within one week; <i>at the end of one week, we stop trying to obtain it and you may not renew the request</i> . The library will only do a "rush" request under special, emergency circumstances.
--and usually not ASAP	ASAP means that if we have not obtained the requested item by the end of the month, we will stop everything to ask if you still want us to keep trying. Unless you want to review the results of an interlibrary loan request at the end of one month, ASAP is usually not appropriate for cite checking purposes and may delay the arrival of the item.
--a real date is most helpful	Most cite checkers will use the third option, which it to give us the last date you can use the document. <i>This will not delay the speed with which the library attends to the request</i> . With a few exceptions (having nothing to do with the expiration date), we send <i>all</i> requests to other libraries within twenty-four week-day hours of receiving the original request.
Loan or copy?	In general, we are more likely to be able to photocopy of an article than a loan of a periodical issue, and we are more likely to get a photocopy faster than a volume. So if a photocopy will suffice, and especially if you want it quickly, check the box that indicates you are willing to have a photocopy. <i>When we request a portion or article, we routinely request that it be accompanied by the title page.</i> <u>Include this information on your request form:</u> <ol style="list-style-type: none">1) author of article, chapter, essay or portion2) title of article, chapter, essay or portion3) title of periodical or work in which the article, chapter, essay or portion appears; if it is a periodical or part of a multi-volume set, include identifying information, e.g. volume, issue, date4. Page or pages needed; if you want the whole article note first page and "--to end", e.g. p. page 297 to end.
Sign	The signature in the box is as a cite checker, acting as an agent for the publication. The publications are held responsible for ILL requests, not the cite checkers, but we can not proceed absent a signature of responsibility.

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Instructions specific to special types of material

DOCUMENTS	Do not rely on MIRLYN and LEXCALIBUR to determine if a document is held on campus. First, check with the Reference staff at the law library. Then make a trip to the documents center at the grad and see if the document is in their collection. If a document is not owned on campus, give the document number (if there is one), the issuing agency, author/title information and the date of the document.
MANUSCRIPT MATERIAL	Manuscript material will almost never be available on loan. If you can't give us the option of obtaining a photocopy, prepare to be disappointed. If you know the depository that owns the material, please include that information.
NEWSPAPERS	Include: <ul style="list-style-type: none">• the name of the newspaper <i>and the city in which it is published.</i>• if the newspaper comes out in multiple editions or regions, specify which has been cited, if any• author/title (if you don't have this information; so indicate)• section and page; col. if you have it. (if you don't have page number, tell us that and we'll ask libraries to search. Some will; some will not, so the request will probably take longer to obtain) <p>We routinely request that the library include the header; unfortunately, libraries do not routinely comply. If a newspaper has been filmed, we try to obtain the film on loan so you can get what you need, but this is not always possible.</p>
ON LINE AVAILABILITY	<p>If something is available <i>only</i> on line, or if the on-line source was cited and you must have that, see Reference for further assistance. We do not obtain on-line material through interlibrary loan.</p> <p>If the material is available on line and in print, we assume that because it is for cited checking the print source is needed.</p>
PERIODICALS , PRIMARY MATERIALS (especially reports & statutes) & LOOSE-LEAF SERVICES	Many libraries prefer not to lend loose-leaf services or full issues or volumes of periodical or multi-volume sets, <i>especially the more current ones.</i> If a photocopy will not suffice and you must have the loan of one of these, be sure to give us plenty of time to try to get it.
PRESS RELEASES	Unless it is an organization that issues a published series of its press releases (and few do), we need to know the complete name of the organization that issues the press release.
RECORDS & BRIEFS	Include <ol style="list-style-type: none">1) case name2) citation, or at least the court3) docket number
VERY NEW VERY OLD	Libraries will often not lend material published before 1800 or within the current year. We are much more likely to be successful if you specify loan <i>or photocopy</i> of a portion for such material.

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Plan on the following schedule:

- Start Normally library staff will process the request within 24 weekday hours of the time you turn it in at Reference.
- response form If we can not proceed with the request for some reason, we send a form response to the address given on the form explaining why the request was stopped. Usually a request is stopped because the book was located on campus or we need more information in order to complete it. In the latter instance, we ask that you provide the information if you want to restart the request. To restart a request, attach the additional information to the form returned to you and turn it in at the Circulation Desk on S-2. It is not necessary to submit it through Reference, but if you need Reference assistance (for example to translate an abbreviated citation), you can also turn it in at the Reference Desk.
- continuing efforts We continue to try to obtain the item requested until we run out of places to ask or meet the expiration date noted on your form.
Usually you can expect to receive the material within one to three weeks.
- status reports If you are concerned about the status of a request, inquire at the Circulation Desk. Staff there can tell you which of the status designations listed below applies to your request:
- ILL requested**--we are continuing to try to obtain the item.
- Delivered**--a photocopy was received and delivered. It would have been delivered to the address you gave on the form; check there to find it.
- Checked out**--a loan was received and is checked out. It would have been delivered to the address given on the form; check there to find it.
- On Holdshelf**--a loan was received, but must be used from the holdshelf. A notice would have been sent to the address of the article. You may use it from the holdshelf.
- Form to Patron:** the request has been stopped and the reason sent to you on a form. The form would have been sent to the address on the request form.
- Expired or Canceled:** the request is not active because it expired (past the last needed date on your request form) or because you told us to cancel it. If expired, a form would have been sent to the address given on the request form.
- Sent back:** the item was received, sent to the office or carrel, returned to us and sent back to the lending institution.
- Be prepared to use the material when it arrives
- Usually material is loaned for a month period. It is very important that loaned material be returned to the lending institution by the due date. Be sure your staff makes full use of the material while it is here. You may request renewal of material, but must be prepared to return the item if the renewal is not granted.
- Photocopies do not have to be returned, but be sure everyone who needs to have access to it can find it as needed.



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University of Michigan Law Library
Circulation Department**

**INTERLIBRARY LOAN REQUEST
RESPONSE FORM**

TO: _____ Date _____

FROM: Bobbie Snow, Head of Circulation

RE: Request no. _____ (attached)

We have not been able to complete the attached request for the reason checked below.
If you want us to continue efforts to obtain this, please supply information requested and return this form with attached papers to the Circulation Desk on S-2.

- The material is owned by the Law Library or elsewhere on campus [*See attached printout*]
- No verification of unavailability in that location was attached to the ILL request.
If it is missing, please check here _____ and attach a copy of the search slip showing the item was not found.
If it is checked out and not subject to timely recall, please check here _____ and note the date it is eligible for recall _____.
- You provided us only with an abbreviated citation. Please provide a full title; Reference staff can help you identify the specific title to which a citation refers.
- We can find no record confirming that the title edition you requested exists as cited. Please attach a copy of your citation and any further information you might have. We have seen the citation and we're still not able to identify the source; if you have no further information, you may have to ask the author of the article for additional information or to provide a copy. If we know what library owns it, we will ask that library for a loan or copy.
- No library agrees to loan the material to us.
 - Nor are we able to get a photocopy
 - If the condition of the requested material allows, photocopying a portion is an option. Please note here if this will meet your needs and what pages you require: _____
 - It is not yet published or too recently published to be available on interlibrary loan. You may re-request in one month.
- We're sorry, but we have not been able to obtain this by your requested expiration date.
 - "RUSH must have within one week" We make a special effort to get RUSH requests here within a week because we understand the item is of use *only* if it arrives within days; therefore we have canceled the request and do not offer the option of renewal.
 - "ASAP need within one month" or need by _____. If you want us to continue our efforts, please give us a new last needed date.

The library from which we requested this reports "not found as cited." We requested

If this is in error, attach correction. If you believe the citation to be correct as requested, attach a copy of what you have to confirm this and we will check further.

- This request duplicates an earlier request you sent to us. A copy is attached; if there is some difference, we missed it; please note here what is different about this request: _____
- Information is missing from or we can not read information in the highlighted area(s) of the form. Please add in clear handwriting any missing information.
- Other :