

Interlibrary Loan A Service for Everyone



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Before we begin

This is our first virtual conference using Microsoft Teams.

NDSL staff have tested the setup and think we have found all the bugs. If something unexpected happens, please be patient as we work out a solution.

If you were placed in this session in error, please hit the return button and let Cindy know which session you are meant to be in.

Welcome. Let's get started.

My library doesn't have an item, now what?

- Sorry, don't have it, can't get it.
 - Fill in the blanks why this is a problem
- Sure, we'll just purchase a copy
 - Not sustainable collection strategy
- We don't have it, but we may be able to get a copy through Interlibrary Loan
 - This is, of course, the correct answer.

What is interlibrary loan (ILL)?

- Interlibrary loan is the process by which a library requests material from, or supplies material to, another library.
- The terms "requesting library" and "supplying library" are used in preference to "borrowing" and "lending".
- Requestable materials includes print books, audiovisual (DVDs etc.), and other returnable items.
- Materials also include electronic or printed copies of journal articles, book chapters, excerpts, and other non-returnable items.
- Online books (i.e. eBooks) may be considered returnable or nonreturnable depending on the license terms related to delivery.

Purpose of ILL

- To obtain, upon request of a library user, material not available in the user's local library. Interlibrary loan is primarily intended to provide a requesting individual with a physical or online loan of a defined duration or a non-returnable copy or scan from another library.
- It is intended to complement rather than to substitute for good library collections built and managed to meet the routine needs of local library users. ILL is based on a tradition of sharing resources between various types and sizes of libraries and the understanding that no library, regardless of its size or budget, is completely self sufficient.

Everything you need to know about ILL

- <https://www.ala.org/rusa/interlibrary-loan-code-united-states-explanatory-text>
- Most recent update was June 2023

What is your responsibility BEFORE requesting materials by ILL?

- First, and most important, you need an up-to-date ILL policy. This could be included in the circulation policy or a separate one.
- Make sure all ILL transactions are confidential. Protect patron privacy like any other library transactions.
- Gentle reminder for all, "In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf"
- <https://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconcerning>

What is your responsibility BEFORE requesting materials by ILL?

- Check your library's catalog first.
- If you are in a consortia or have a shared catalog, make sure to check all other locations.
- If it is a new title, check the release date. Also, check to see if your library has the material on order and in the requested format.
- New items are often unavailable through ILL for several months.
- If you are looking for a journal or magazine article, have you checked the online databases?

What is your responsibility BEFORE requesting materials by ILL?

- Describe completely and accurately the requested material following accepted bibliographic practice.
- If the patron is unsure of the title or author, a bit of due diligence on your part will be appreciated. Look up the item in Novelist, Good Reads, Amazon, etc.
- WorldCat is your last place to look, not the first. More on that later.
- Note any special requirements regarding the format needed. Not every title is available in all the different formats.
- Communicate requirements for a specific user's accessibility needs.*

I have all the necessary information!

- What happens next?



ALA Interlibrary Loan Request Form

Revised by ALA RUSA STARS Codes, Guidelines, & Technical Standards Committee (2023)

Request Date: Max cost: \$

Request Number: Need by:

Requesting Library Name and Address:

E-Mail: Phone:

Request for: Loan: title, author. Copy: journal/book title, article/chapter title, author.

Year/Edition	Volume	Issue	Pages	ISBN/ISSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Request complies with: 108 (g) (2) Guidelines (CCG)
 Other provisions of copyright law (CCL)

Supplying Library Name and Address:

E-Mail: Phone:

For Use by Supplying Library

Date Shipped: Shipped via:

Due Date:

Cost: \$

- Restrictions:
- Library Use Only No renewals
 - Copying not permitted
 - Return insured for: \$
 - Packing/shipping requirements:
 - Other:

- Not supplied due to:
- At bindery
 - In use Lacking vol/issue
 - Not owned Non-circulating
 - Poor condition Policy or license
 - Not on shelf Charge exceeds limit
 - Not found as cited In process/On order
 - Other reason:

Notes:

Renewals
Date Requested:
New Due Date:

Yikes! You have to be kidding!

- Well, yes and no.
- The North Dakota has a new interlibrary loan request form. We will be requiring all ILL's to be submitted using the new form.





INTERLIBRARY LOAN REQUEST
 NORTH DAKOTA STATE LIBRARY
 SFN 62449 (01-2024)

****REQUESTOR INFORMATION**

Name of Requestor:		NDSL Library Card Number:	
Email Address:		Telephone Number:	
Mailing Address:	City:	State:	ZIP Code:
Request Date:	Need By Date:	*Maximum Cost:	

****MEDIA TYPE**

BOOK: <input type="checkbox"/> Regular Print <input type="checkbox"/> Large Print	DVD: <input type="checkbox"/> Regular <input type="checkbox"/> Blu-Ray	CD: <input type="checkbox"/> Audiobook <input type="checkbox"/> Music
ARTICLE: <input type="checkbox"/> Journal/Magazine	OTHER:	

****PUBLICATION INFORMATION**

Title:	Author/Artist:	Year of Publication/Release:
Publisher/Journal Name:	Edition:	ISBN/ISSN/OCLC:
Issue:	Pages:	Language:

****Other Information to Assist Interlibrary Loan Staff:**

The North Dakota State Library (NDSL) staff will do their best to find your requested item. Please note, not everything listed in WorldCat is available due to various restrictions by lending libraries and resource sharing agreements. Newly released titles, items in special collections and archives, and items with licensing or copyright restrictions are less likely to be supplied.

* Information regarding costs and circulation rules for Interlibrary Loan materials are in the NDSL Circulation Policy.

** Mandatory Fields to be Filled.

That's not much better!

- Fear not, there is an easier way.
- The state library has a new online submittable form
- [https://forms.office.com/pages/responsepage.aspx?id=ZATqLVHaiE
q64rPbILwMVDMRe_QmgR9IkJddN4n3ECpUQVpIQ1ZWQVINQVI
UQ1ISTzg2WDIURkVPSSQIQCN0PWcu](https://forms.office.com/pages/responsepage.aspx?id=ZATqLVHaiE%20q64rPbILwMVDMRe_QmgR9IkJddN4n3ECpUQVpIQ1ZWQVINQVIUQ1ISTzg2WDIURkVPSSQIQCN0PWcu)
- Got it? Of course not.

Here's how to find it...

<https://www.library.nd.gov/>

What else do I need to know? Why are we changing?

- After June 1st, 2024, all ILL requests will have to be made using the online form.
- NDSL will no longer accept “bulk” ILL requests via email. All ILL requests will have to be submitted separately.
- You must fill out all required * fields or the form will not send.
- The new form will speed up the process for NDSL ILL staff.
- It will also “encourage” library staff submitting the request to get all necessary information from the patron.

You said earlier not to use WorldCat. What's wrong with WorldCat?

- Absolutely nothing. It can be a very valuable resource.
- It should not be the first place you look.
- Check your catalog first. If you are in a consortia; ODIN or CDLN, you should be requesting items from another consortia member before submitting an ILL to the state library.
- If you need assistance putting items on hold, please contact the ODIN office or the CDLN coordinator to request staff training.

Should I include the OCLC number in my ILL request?

- Maybe...
- An OCLC number can be a valuable resource to assist ILL staff to find an item. However, unless you perform a thorough search, it's often better not to include the OCLC number.
- Let's search for the Maigret DVD starring Rowan Atkinson and see why.
- <https://search.worldcat.org/>

I'm an ODIN library, can I do the same search on the NDLS catalog and request an ILL?

- Yes, you can.
- <https://polaris.odinlibrary.org/polaris/Search/default.aspx?ctx=71.1033.0.0.1>

What else do I need to know

- Due dates for items received through ILL.
- The due date for an ILL is set by the supplying library. The requesting library, in our case NDSL, does not determine the due date.

All ILL materials needs to be back at the state library on or before the due date.

- Can an ILL be renewed?
- Possibly. Renewals are at the discretion of the supplying library.

NDSL staff need to be notified about a renewal request **ONE WEEK** prior to the due date.

What else do I need to know

- If you need to cancel an ILL request, let NDSL staff know immediately.
- This includes all ODIN libraries or anyone who has requested an ILL through Polaris.
- If an ILL item is lost or damaged, the library who requested the item is responsible for any charges. After we receive an invoice from the supplying library, NDSL will bill you. Do not send any payment until you receive the invoice from NDSL.

How do I contact the ILL staff?

- Easy. Send an email to ndslill@nd.gov
- Phone: (701) 328-4622

Anyone here from...

- Morton Mandan, Ward County, James River Valley, Lake Region, Valley City, McLean Mercer Regional Library, Bottineau County, Griggs County, or Edgeley Public Libraries?
- Libraries who have their collections on OCLC but are not Supplying libraries or part of ODIN. This includes CDLN libraries.
- We will soon be tapping your library to borrow materials. Make sure you have a process in place to track items being sent to and returned from NDSL by June 1st, 2024.
- Remember that part about being willing to lend materials?

Other changes in ILL practices to know about.

- NDSL will be investigating some different ILL tools to better promote resource sharing among North Dakota Libraries.

Thank you

Questions?



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