



University of Connecticut School of Law Library

Information, Policies, and Procedures

INTERLIBRARY LOAN SERVICES

Materials not available in the law library can be requested through Interlibrary Loan by students, faculty and staff of the University of Connecticut School of Law. The UConn Law Library is a full member of the New England Law Library Consortium (NELLCO) and utilizes the **OCLC ILLiad** interlibrary loan system to obtain materials from major research libraries throughout the world.

To request an interlibrary loan, you first **must register** as an authorized user in the ILLiad system. Students, faculty and staff who are currently enrolled or employed at the school of law and have a valid UConn email account are eligible to register as ILLiad users. Once registered, you may log in at any time thereafter to gain access to a variety of options within the system. Law school faculty may submit ILL requests through ILLiad or the facserv service and materials will be delivered to them on campus.

Students are encouraged to consult a reference librarian before submitting a request. A librarian can help you verify whether your request can be filled immediately through electronic resources.

For **expedited ILL borrowing**, search the **WorldCat** database, display the book you want on ILL, click on the ILLiad button in the record to log in to your account and submit your request directly to the libraries that own the book. This option applies only to single volume treatises. It cannot be used to order copies of chapters or to request a specific volume in a set. **Notes** you include on an ILLiad request are for your own use and are not visible to lending libraries.

Certain categories of materials are traditionally **non-circulating** and cannot be borrowed through Interlibrary Loan. Non-circulating materials include: reserve, reference and special collections books, journals, statutes, reporters, supplemented volumes, looseleaves, DVDs, videos and software.

Log in to your ILLiad account and complete a Photocopy/Article request form to order **photocopies** of specific articles, sections, or chapters from non-circulating volumes. Be sure to provide sufficient detail (journal title, volume, issue, date, pages, article author & title) to accurately identify the portion to be copied. It's important to provide a **full journal title**, rather than an abbreviated one, in the title box on the request form. Include any citation information in the notes box in case there is a question.

You can submit an ILL request for a journal article through WorldCat if you locate a **Serial** (Document Type) record for the journal and click on the ILLiad button in the full display. WorldCat **Serial** records link to an ILLiad Photocopy/Article request form where you can enter the complete article information.

Most ILL books arrive within 2 weeks and copies are generally delivered electronically within a few days. The ILL loan period is typically **1 month** with 1 renewal possible if the book is not overdue. Renewal requests can be submitted through ILLiad a few days before the due date. If a book is recalled

by a lending library it may be possible to obtain another copy from a different library if the recalled copy is promptly returned.

Members of the law school community are not charged for interlibrary loan service but overdue fines and replacement fees are added to student fee bills. All ILL communications are sent through UConn Law School email. Electronic delivery notifications include a logon link to ILLiad where articles are available to download in pdf. ILL pick-up (for students) and book return is at the circulation desk.

Please be particularly attentive to the following:

Submit requests sufficiently in advance of the date the material is required. The **turnaround time** for receiving ILL materials will vary depending upon the availability of the material and the location and speed of the supplier. Turnaround time may also be impacted by internal factors such as an increased volume of requests to be processed during journal cite checks and source checks.

Clarity and detail will expedite the processing of your request. Always proof your request for accuracy and completeness. Avoid typing text in boxes intended for page numbers. ILLiad request forms capture limited characters. The more concise the description of the material you seek the faster the turnaround time. WorldCat is an excellent tool for verifying the nature and availability of materials. If you cannot locate a source in WorldCat, there is most likely a problem with your citation information.

Consult a reference librarian for assistance with **deciphering problem citations** - the material you need may actually exist (in another form or in a collection of materials you are not aware of) in the law library collection. A reference librarian can also help identify items that are available in full text databases. The library has access to many current and historical documents in digital collections that provide scanned images of the original paper editions.

Please be aware that special circulation privileges (law review, research assistants, faculty, etc.) do not apply to interlibrary loan. Volumes that students cannot check-out on loan from this library cannot be borrowed from other libraries on interlibrary loan. ILL books cannot be kept on extended loan.

ILL books can generally be renewed for one 4 week extension provided that the renewal is requested before the book is overdue. **Overdue ILL books cannot be renewed.** Your ILLiad account will be blocked and fines will accrue when materials are overdue. Failure to return overdue or recalled ILL books can damage the reputation of the law library and hinder our ability to acquire materials from other libraries in the future.

Students who utilize ILL services are expected to regularly check their **UConn Law School email** for status notifications regarding requests including arrival notices, recalls and overdues. ILLiad users are personally responsible for the pick-up and return of all materials ordered through their account.

ILL materials on loan from other libraries should **never** be left unattended on open hold shelves or study carrels in the library. **Do not** remove the identifying **ILL band** from a book cover!

Journal members are expected to coordinate cite and source checks with editors to avoid the submission of duplicate ILL requests. **Duplicates** slow down turnaround time. Articles that are accessible at the law library in full text electronic collections cannot be ordered through interlibrary loan.