



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 Meskill 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 must first **register** as an authorized user of the UConn Law School ILLiad system. Our ILLiad service is exclusive to the school of law and you must use the links on the law library's website to register, log in and gain access to the features specific to UConn Law. Only students, faculty and staff who are currently enrolled or employed at the school of law and have a valid UConn Law email account are eligible to register. 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 requests. The material you need may exist in a collection you are unaware of at the law library. A librarian can help you decipher problem citations and verify whether your requests can be filled immediately through electronic resources. The law library has access to a growing number of subscription research databases and historical digital collections that provide documents as scanned images of original paper editions.

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. You must enter WorldCat from the links at the law library's website to access your ILLiad account. 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** or restricted to in-house patrons and cannot be borrowed through Interlibrary Loan. These materials include: reserve, reference and special collections books, journals, statutes, reporters, supplemented volumes, looseleaves, DVDs, and software.

Log in to your ILLiad account and complete a Photocopy/Article request form to order **copies** 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 Document Type: **Serial** 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 1 week. The loan period is typically **4 weeks** with a 2- 4 week renewal possible if the book is not overdue. Renewal requests can be submitted through ILLiad shortly before the due date. **Overdue ILL books cannot be renewed.** If a book is recalled by a lending library it might be possible to request another copy from a different library if you speak to a librarian and promptly return the recalled copy.

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 notices (arrivals, inquiries, restrictions, recalls, overdues) are sent through **UConn Law School email**. Students are expected to monitor their ILLiad accounts and respond to email notices in a timely manner.

Electronic delivery notices include a link to logon to ILLiad and retrieve articles in pdf. ILLiad users are personally responsible for the pick-up and return of all materials ordered through their account. 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.

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. Books listed as **Missing** in the law library catalog can be ordered on ILL but **Reserve** books cannot. ILL books cannot be kept on extended loan.

Your ILLiad account will be blocked and fines will accrue when materials are overdue. Failure to return overdue or recalled ILL books can diminish the law library's status as a reliable resource sharing participant and may limit our ability to obtain materials from other libraries in the future.

ILL books on loan from other libraries should not be left unattended in open library study carrels. **Identifying bands or labels** should never be removed from returnable interlibrary loan materials.

Journal members are expected to coordinate with editors to avoid the submission of duplicate requests. **Duplicates** slow down turnaround time. Requests required for journal use should not be submitted under your personal ILLiad account. Articles that are accessible in full text research databases at the law library cannot be ordered through interlibrary loan.