



Interlibrary Loan Service

ILL Services

The Law Library can obtain on interlibrary loan published material which is not owned by or is missing from our Library *and* unavailable elsewhere on campus. The process usually takes from ten days to two weeks.

Eligibility

The Law Library will process interlibrary loan requests only for University of Michigan Law School faculty and students. Others should apply at a library with which they are affiliated.

Charges

Usually there is no cost to the user for either loan or photocopy.

Status of book

Before we can make an interlibrary loan request on your behalf, you must verify that the book is not in the Law Library or elsewhere on campus; see over for information on how to determine availability of a book.

Procedure

--to apply

To request an interlibrary loan go to the Reference Desk on S-1. You will need complete bibliographic information. It is helpful to have a copy of the citation. Reference staff can help you fill in any missing data. If you are applying because a book is owned but missing, take a copy of your search answer. It usually takes about two weeks for an item to arrive. Most requests should be submitted with that time frame in mind, but we can do an occasional "rush" request and may be able to get the book here earlier.

--notification & delivery

Library staff will deliver the book, photocopy, or any notice concerning the request to your office or carrel. If you do not have an office or carrel, we will send a notice to your pendaflex and keep the book on the holdshelf for you to use when you are in the library.

--use

Loaned material must be kept and used in the office or carrel to which it is delivered. Photocopies become your personal property.

If in doubt, check to see if there is a flag wrapped around the item; if so, it will indicate it is on loan, specify the due date and note restrictions. It is important that you observe any restrictions noted on the flag.

If you have no office or carrel, you may apply for a carrel in which you can store and use the book. Otherwise, you may use it from the holdshelf. Sometimes a library restricts use of a book or the book comes in film format, and it will be put on the holdshelf at the Circulation Desk rather than delivered to your office or carrel, but in that case we will deliver a notice to your office/carrel. If you use loaned material from the holdshelf, it must be returned to the holdshelf by the end of each day.

--return

The due date is noted on the flag wrapped around the book. Do not remove the flag from the book. When you are finished, check the box that indicates you are done and return the book to the Circulation Desk on Sub-2.



Guidelines For Submitting ILL Requests

ASK AT

REFERENCE

Staff at the Reference Desk will verify that an interlibrary loan is appropriate, help you fill out the form, and accept the request.

ELIGIBILITY

Are you currently affiliated with the University of Michigan Law School? If not, the Law Library cannot request interlibrary loans on your behalf.

--expiration date

Indicate how quickly you need the item. If we cannot obtain it in the time frame you require, we will notify you and cancel the request. The more time we have to obtain the item, the more likely we are to be successful.

--delivery location

Library staff will deliver the item and any notices concerning the item to the location designated on this form. Loaned items are usually due back within a few weeks, so to get full use of the material, check frequently to see if it has arrived. All loaned material must remain in the location to which it is delivered until it is returned to the Circulation Desk on S-2.

CITATION

If a photocopy would suffice, check the box that requests a copy. We are more likely to get it quickly and you need not worry about a due date. (Sometimes we will request a photocopy, but a library will send a volume on loan.)

If you request a photocopy, include the author and title of the article or a description of the portion requested, so the sending library can more readily find what you need. Give the full title of the publication from which it is to be copied as well as the volume, date and page numbers.

If you must see the whole volume, check the box requesting that and give full information. If it is multi-volume, indicate which volume(s) you need. We assume you want a requested edition; if any edition will do, note that.

--take care!

Copy your citation carefully and write clearly; erroneous or unreadable data could delay getting what you want.

--abbreviated or unclear cite?

Ask Reference staff for assistance--they can help you complete or correct your citation. Attach a copy of the citation to the interlibrary loan request form whenever possible.

ON CAMPUS SOURCES

--Law Library

- checked both Public Card Catalog and Lexcalibur?
- assisted by Reference Librarian or Reference Desk Assistant?

--Graduate Library

- checked both MIRLYN and card catalog?
- assisted by Info. Desk and/or Documents Center staff or librarian?
- checked Documents Center for state, federal, U.N., and other documents? (Many documents are not yet in Mirlyn or the card catalog.)

--Business Admin. Library

- checked both MENTOR and card catalog?
- assisted by Reference Librarian?

--missing?

Attach either a printout of the computer screen that shows the book is missing or a search slip with a "not found" response.