

# INTERLIBRARY LOAN PROCEDURES

## *ELECTRONIC REQUESTS*

Lynchburg College  
Knight-Capron Library  
Lynchburg, Virginia

Electronic requests may be made in three ways:

FirstSearch databases—Click on “ILL” button, fill out onscreen form and transmit.

Cambridge Scientific Abstracts databases—Click on “locate document,” fill out onscreen form, click on “send form to your library,” click on “send the request.”

Click here to access the library’s ILL form online—you will be given an onscreen form to fill out and submit.

Questions about any of these procedures should be directed to the Interlibrary Loan office.

University of Idaho  
University of Idaho Libraries  
Moscow, Idaho

How do I submit a request for a book or other returnable item?

Request a UI, North Idaho College or Lewis and Clark State College library book by finding the item in the UI catalog and placing a hold. The book will be retrieved the next day (Monday through Friday) and you will receive email notification to pick the book up at the circulation desk. If you are off campus or are Moscow campus faculty or staff the material will be sent to you through U.S. mail or campus mail.

Submit your request through WorldCat. When you locate the item in this database and it is not in the UI Library, click the “ILL” icon and fill in your personal information. Then click “submit” to complete your request.

Use the electronic form [[click here](#)] for books. This form has required fields and will be returned if the information is incomplete or unverifiable.

## *NUMBER OF REQUESTS ALLOWED*

Neumann College  
Neumann College Library  
Aston, Pennsylvania

How many items can be requested?

While there is no limit on the amount of items requested, only 10 items per day per person will be processed.

## THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Lake Sumter Community College  
Lake Sumter Community College Libraries  
Sumterville, Florida

### Number of Requests

Students may submit a maximum of five requests per research project. The requested materials should be related to their course of study.

Faculty, staff and Board members may submit an unlimited number of requests.

The borrowing library is responsible for conforming to the copyright law and guidelines. Therefore, the library must adhere to the "5 in 5" rule. When the maximum of five periodical requests from a title of a periodical has been reached, any additional requests from that title will be denied or may require copyright clearance fees.

Macon State College  
Macon State College Library  
Macon, Georgia

Number of items requested—Students are limited to five (5) book requests at any one time. There is no limit on the number of journal articles requested; however, consultation with a librarian may be suggested to assist with selection of appropriate articles.

### *RUSH REQUESTS*

Lake Sumter Community College  
Lake Sumter Community College Libraries  
Sumterville, Florida

### Rush Requests

Rush requests are done at the discretion of the Interlibrary Loan Librarian. Some libraries will fax a periodical article depending on the length of the article and other related factors.

### *SUMMER REQUESTS*

Kalamazoo College  
Upjohn Library  
Kalamazoo, Michigan

### Summer Requests

During the summer, items will be ordered for current students who reside locally, and for current faculty and staff who are in the area to pick up items at the Circulation Desk. Unfortunately, we cannot send ILL items off campus; all ILL items must be picked up at the Circulation Desk. If you will be off campus and need to interlibrary loan an item, please consult your local public library.

Connecticut College  
Charles E. Shain Library  
New London, Connecticut

During the summer, books will be ordered for current students who live on campus (must provide extension), for faculty and staff who will be in the area to retrieve the item (please return all books before leaving for vacation).