



Interlibrary Loan Information and Policies

<https://wesleyan.hosts.atlas-sys.com/illiad/logon.html>

What services does Interlibrary Loan provide?

The Interlibrary Loan Office will obtain materials needed for your research which are not available at Wesleyan, Connecticut College or Trinity College. In most instances, but not always, the ILL office can obtain the materials you need. Be sure to check the CTW online catalog. If a book is available at Trinity or Connecticut College, you MUST submit a CTW request, not an ILL request. All article requests should be placed through your ILLiad account.

Who is eligible to use Interlibrary Loan?

Wesleyan faculty, staff, and registered graduate, honors and undergraduate students are eligible to use this service. Undergraduates, including honors students, are limited to 15 active ILLiad requests*. Honors students who attend the library workshops can have 30 active requests*. All students are limited to 5 active AV requests.

(*Active requests include all ILL requests not yet filled and all ILL items currently checked out.)

What is ILLiad?

ILLiad is an InterLibrary Loan Internet Accessible Database. You will set up an ILLiad account for yourself that tells us all of your preferences. You must log into your account to place and check the current status of your ILL requests. ILLiad can be accessed via the Library homepage (ILLiad-Request Interlibrary Loan) or at <http://illiad.olin.wesleyan.edu/illiad/logon.html>

How do I submit a request?

There are three ways to place an ILL request:

- Use your ILLiad account
- From SFX linked databases (choose "openlink SFX" at the right side of the search line)
- From an OCLC FirstSearch database (choose "Order this Item using ILLiad" under External Resources)

** You MUST have an ILLiad account set up to place requests via SFX or FirstSearch.**

For assistance, please see a Reference Librarian.

NOTE: Your submission of an ILL request indicates your acknowledgment and acceptance of the U.S. copyright restrictions.

How much information do I need in order to place a request?

It is to your advantage to provide as much bibliographic information as possible. Each request should include: date not needed after (date after which you no longer need the item...we will always get the item as fast as possible!), title of book or journal, author of book or article, and the volume, date and pages for an article. Indicating the source of your citation can also help us speed up the processing of your request. If you know the item's ISBN/ISSN, include that also. If you are having difficulty obtaining any of this information, please see a Reference Librarian.

How long does it take to get items through Interlibrary Loan?

The length of time depends on where the items requested are located, the method of delivery, and if there are any other problems which may impede obtaining the material. Most items will arrive in less than 2 weeks.

What is Electronic Delivery?

Many articles that you request can be accessed directly from your desktop. With Electronic Delivery, article delivery time is significantly reduced. If you'd like to receive this service, simply choose the Electronic Delivery option "yes" in your ILLiad user information.

How can material be obtained on a 'Rush' basis?

If your request is urgent, some items may possibly be expedited. However, Interlibrary Loan cannot guarantee any "Rush" request. Rush requests should be placed as usual with a note in the request saying "rush". To receive the best service, call the ILL office directly to discuss your requests and find out how long they may take to arrive.

What types of materials can be obtained through ILL? What materials may be difficult to obtain?

You may place requests for book loans, journal or newspaper articles, dissertations, and microfilm. Remember, it is often difficult to obtain rare, very old or valuable materials which have not been microfilmed; materials in demand at the lending library (including new titles); dissertations; and typically non-circulating materials such as entire journal volumes, reference materials, videos, CDs, and other audio-visual materials.

What should I do to check on the status of my request?

Check your ILLiad account to find general information about all your ILL requests. If you have specific questions (i.e., the current status of a request), contact the ILL staff directly.

How will I be notified, and where do I pick up and return ILL materials?

- Notification--You will be notified by whatever method you indicate in your ILLiad profile. Email is the fastest way to be contacted.
- Pick-up--Materials can be picked up at the ILL office, Room 112, Olin Library, between 9-5, M-F. For pick-up after these hours, see a Reference Librarian for assistance. Photocopies are either delivered electronically; mailed to your Wesleyan Station box or department; or held for pick-up in the ILL office. Copies are yours to keep.
- Returns--ILL Book loans should be returned to the ILL office directly. If you must return an item after office hours, please take it to the Reference Librarian at Olin Library. DO NOT return items via campus mail, the library book drop, or to branch libraries.

How long is the loan period? How can I ask for a renewal?

Due dates are assigned by the lending library and vary widely. Please observe due date on the wrap slip!! Renewal requests cannot be guaranteed. Place the request prior to the due date via your ILLiad account. Overdue books may result in your ILLiad account being blocked.

Why are restrictions placed on the use of certain materials?

Some materials may be designated to be used only in the library or they may not be photocopied. These restrictions are assigned by the lending library and should be strictly observed.

What should I do if a book is lost or damaged?

If a book is lost or damaged, please notify the ILL office. You will receive a bill from the ILL office, and the fee is set by the lending library.

Where is the Interlibrary Loan office? How can I contact the office?

The Interlibrary Loan office is located in Olin Library, Room 112. It is open Mon.-Fri., from 9:00 AM to 5:00 PM. The phone number is 685-3876. The e-mail address is ill@wesleyan.edu