

Guidelines for Interlibrary Loan (ILL) Borrowing

Interlibrary Loan (ILL) is a service whereby a library can borrow material owned by another library. ILL has two distinct operations: borrowing and lending. Both our borrowing and lending operations are very active and we have many reciprocal agreements with other library institutions, including many law libraries. These relationships are built on mutual respect, excellent service and being good stewards of items loaned to us from other libraries.

General Information:

1. Michele LaRose, Access Services Librarian, is primary contact for interlibrary loan borrowing and can be reached at ill@vermontlaw.edu.
2. Beginning in January, 2012, the Cornell Library will be using ILLiad to process interlibrary loans. ILLiad is a web-based ILL software that enables VLS students, faculty and staff to place, track, and keep a history of interlibrary loan requests from a personal online account. Your ILLiad account retains your contact and delivery information and allows you to monitor the status of your requests. In addition, you will be able to modify your request, request renewals of ILL materials, view your request history, and update your profile as needed.
3. Library users must first register by accessing *new user registration* located at <http://www.vermontlaw.edu/Request Materials and Services.htm>.
4. In order to prevent possible delays in processing of requests, please do not send requests to Michele LaRose's law school address or to ill@vermontlaw.edu. All requests should be submitted through ILLiad.
5. The request is processed as soon as possible.
 - Some requests such as books may take up to 14 days to receive from the lending library.
 - Most articles will be sent to the requestor electronically as a PDF.
 - The requestor is responsible for checking their ILLiad account and/or following up with Michele on the status of the request.

How to Achieve Quick and Positive Results:

1. The requestor should always first check Julien, our Library catalog, to see if we own the item before submitting a request. See <http://julien.vermontlaw.edu/>.
2. The request should include a complete citation if possible: title, author, edition or journal title, volume, issue, year, article title and author. It is easier and faster to process a precise request.
3. Must be willing to accept alternative publishers owned by Cornell Library. For example, if the author cites to Massachusetts General Law Annotated (West), but Cornell Library owns the alternative publication Annotated Laws of Massachusetts (Lexis), the requestor should use the library's Lexis version.

4. We are unable to process newspaper articles. You will need to rely on online sources. , Law review and VJEL staff may need to consult the author of the article being cite checked. .
5. E-books owned by the Library are acceptable sources for cite checking.
6. Some requests are difficult to fill. We will give a good faith effort to locate the source. However, you may need to consult the author of the article for a copy of the needed source. Michele will provide a status update when this happens.
7. As a general rule, most libraries will not lend non-circulating material such as reporters, volumes from multi-volume sets, or items on reserve or reference. However, libraries (especially those we have developed a good rapport with) will make copies of the title, verso and citing pages, plus some additional pages for insurance purposes!

Additional Responsibilities:

1. The requestor is responsible for picking up non-electronic material at circulation in a timely manner.
2. All items with a due date must be returned to circulation by the due date. ILL borrowing privileges could be suspended if material is routinely returned late.
3. You can request a renewal, but before the due date. Note: not all libraries grant renewals. Some libraries will indicate on the cover sheet: no renewal. Renewal requests can be submitted through ILLiad.
4. All material loaned must be handled with respect and returned in the same condition the item was received.
5. Remember: Interlibrary loan is a great service for our library users. It is important to maintain excellent relations with lending libraries. Be sure to keep the material in good condition and return it on time.