

Information You Need to Provide:

FOR ALL REQUESTS:

1. Your name
2. Your phone number
3. Your campus box number (students) or department(faculty/staff)
4. E-mail address (.edu only)
5. If you are a CLL student, which campus you are affiliated with
6. Your status: undergrad, graduate, CLL, faculty, staff
7. Source of your citation (e.g. Academic Search Premier, MedLINE)

FOR BOOKS:

1. Author
2. Title
3. Publisher
4. Year
5. Edition

FOR ARTICLES:

1. Author
2. Article title
3. Journal Title
4. Volume/Number
5. Pages
6. Date of issue
7. ISSN (if available, speeds processing)

It speeds processing if you turn in or e-mail to us a printout of your citations, along with your basic request form. In this case, you only need to fill out a single request form with your basic patron information. Then attach your citations to it.

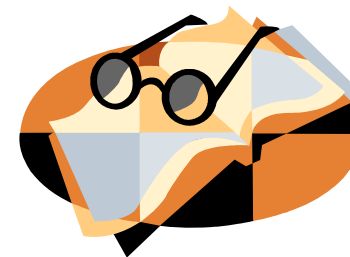
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Phone: 614-236-6436
E-mail: ILL@capital.edu

InterLibrary Loan (ILL)



Interlibrary Loan
Blackmore Library
Capital University

InterLibrary Loan is a service whereby Capital Students, Faculty, and staff can obtain books and periodical articles not available at Capital or through OhioLINK.

Questions Regarding ILL



How much does ILL Cost?

The service is free. You are still liable for lost book fees for \$75 per book replacement fee, plus \$25 per book processing fee. Photocopies of periodical articles are yours to keep.

What if I have a lot of requests?

We will process the first 5 items on your list (or the 5 you indicate as having highest priority) within 24 hours (not including weekends.) We will process the rest as soon as possible after processing requests from other patrons.

How will I know when my materials have arrived?

We will contact you by telephone or e-mail.

What if I am a University of Dayton Student?

If you are a UD student taking your classes on Capital's campus, then you may place your requests through our ILL department.

How do I place a request?

You may place a request in several ways:

1. In person, by filling out a request form at the ILL or Reference Desks in Blackmore Library.
2. By e-mail, by sending your request to ILL@capital.edu
3. By campus mail, by sending your request to InterLibrary Loan Department, Blackmore Library.

How long will it take for my materials to arrive?

Usually 7-10 days, but sometimes it takes longer. We try to process requests within 24 hours of receipt (not including weekends.) On the other hand, we are dependant on the workload of the lending libraries, so turn-around times can vary. Be sure to place your requests early.

What should I do before placing my request?

Be sure to check CHARLI and the OhioLINK Central Catalog to make sure the book isn't available on the system or Journal available in print or electronically. We will return requests to you for items that you can get yourself.

Are there any kinds of materials I cannot obtain through ILL?

Although the library will try to obtain what you need, most libraries – including Blackmore Library – will not loan non-print materials through ILL.

Dissertations also can be difficult or impossible to obtain. (if you need a dissertation not available through ILL, speak to a librarian about how to order a personal copy.) It is the policy of the Blackmore Library Inter-Library Loan Department not to buy Dissertations for undergraduates. We will purchase one dissertation per graduate student.

More Questions?

Contact

Interlibrary Loan Assistant
Phone: 236-6436
E-mail: ILL@capital.edu

Reference

Phone: 236-6351