

A Guide to Using...

Interlibrary Loan (ILL)

Interlibrary Loan supports research and course-related activities of the Auburn University community by obtaining photocopies and short-term loans of materials that are not available at Auburn University through special reciprocal relationships with many schools and lending institutions designed to provide access to these materials.

Steps to Requesting ILL Service

Step 1. Find a reference for the item you want. The more information you can get about the item, the better.

Step 2. Search the Auburn University Libraries catalog at lib.auburn.edu to see if we already have the item. If we do and it's available, you're all set. If we don't or it's checked out, go to...

Step 3. Look for the item in Google Books (books.google.com), Project Gutenberg (gutenberg.org), or the Internet Archive (archive.org). If the item you want is freely available from one of these, you're all set. If it is not, go to...

Step 4. Look for the item in OCLC WorldCat at www.lib.auburn.edu/WORLDCAT or worldcat.org. WorldCat lists the holdings of tens of thousands of libraries worldwide. Each individual record in WorldCat is assigned a unique number called the WorldCat Accession Number or OCLC Number. This number can be found at the bottom of each record in OCLC WorldCat. Check to see that multiple libraries own the item in physical form (please ignore electronic holdings since we can't get those). Please note the WorldCat Accession Number or OCLC number.

Step 5. Place your ILL request through the Auburn University Libraries website at illiad.lib.auburn.edu/illiad/Logon.html.

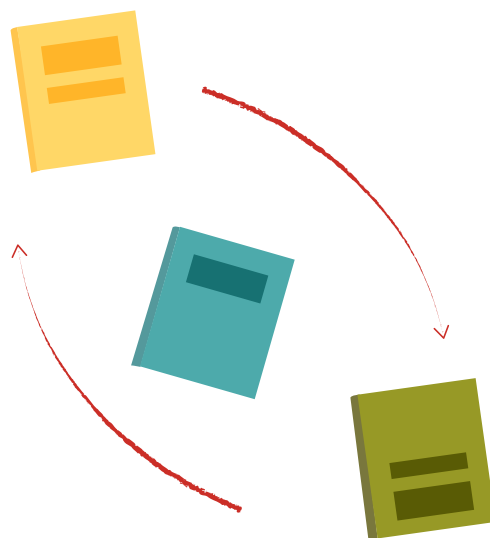
The more information you can provide, the more likely we can place an accurate request and receive it in a timely way. For books, please provide OCLC number, International Standard Book Number (ISBN), author, title, specific edition, publisher, and year. For journal articles: International Standard Serial Number (ISSN), full journal name (not an abbreviation), article title, volume, issue, and pagination. For microforms: be sure to note the reel number. Use the Notes field to let us know about the deadlines for your project, relevant Web links, or any other information that may help us find the requested material.

Receiving Your ILL Materials

We will make several attempts to fill your request by sending it to groups of holding libraries. Once the item has been found, the lending library will probably send it to us at the USPS library rate. Shipping times may vary, so please be patient.

You will receive e-mail notification for the delivery of articles and books from the Interlibrary Loan Office. All articles can be viewed by clicking the link provided in the notification e-mail. You can pick up books and microfilm requested through Interlibrary Loan by visiting the Circulation Desk and providing your TigerCard.

If we are unable to find a lending library for an item, we will consult your librarian to determine if the item you need can be copied or is available for purchase.



Things We Can't Get Through Interlibrary Loan

Interlibrary Loan doesn't work for everything. Items that we can't obtain through Interlibrary Loan include the following:

- Books published before 1875.
- Materials deemed rare or valuable by the lending library
- Items that are non-circulating
- Unpublished dissertations or theses
- Video and audio materials
- Complete periodical issues
- Books published in the current year
- Items that have not yet been published (e.g., unpublished manuscripts)
- Reference books (e.g., encyclopedias)
- Bulky or fragile items



If you need one of these items, contact ILL or your librarian. We will work with you to try to get the item.

Things to Remember

- The item you request may be checked out, lost, or the lending library can't loan it for another reason.
- The ILL Department may contact you to obtain additional information about your request.
- If we are unable to obtain materials you request, you can alter your request and resubmit it. It's a good idea to call ILL to discuss how likely it is the changes will lead to success.
- If you have any questions or concerns at any point during the process, please contact the ILL Department at **334-844-1728** or illhelp@auburn.edu. We're happy to work with you to fulfill your request or find another way to get the materials you need.



Library Contact Information

RBD Reference: 334-844-1737
Toll Free: 1-800-446-0387

InterLibrary Loan: 334-844-1728
RBD Circulation: 334-844-1701

Check us out online at www.lib.auburn.edu.

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