

Interlibrary Loan Services

When the College of St. Catherine Library does not own a book or journal that you need, we may be able to get the item for you through the interlibrary loan (ILL) system or through CLICnet (Cooperating Libraries in Consortium). There is no charge for you to use ILL. The cost to the Library, however, can be significant, therefore we ask that you help us to control costs by being selective about the items you request.

Who may use interlibrary loan?

ILL services are extended to faculty, staff, Sisters of St. Joseph, and currently registered CSC students. Sorry, but we **cannot** fill requests for alumni, special privilege cardholders, or students from other schools. We suggest you contact your own school or local public library. Undergraduate students may not be able to obtain certain items. Please speak with the ILL staff for more information.

What may be requested by interlibrary loan?

You **can** request books, journal or newspaper articles, and dissertations. You normally **cannot** request entire issues of journals or audio-visual materials (contact the Audio-Visual department if you need to locate A-V materials at 651-690-6657).

TO REQUEST BOOKS

First, check **CLICnet** (see the handout *Guide to Using CLICnet Online Catalog*). Then:

- If the book **is** on CLICnet but not at St. Kate's, use **Request** (the red button) to place a hold online. You will need to enter your name and barcode number (the entire 14-digit number from your college ID). There is a limit of 7 pending requests through CLICnet per patron at one time.
- If the book is **not** available on CLICnet,
 - Return to the main CLICnet screen and select the tab **Interlibrary Loan Request**. Follow the links for St. Kate's patrons, selecting book or article request. You will need to provide the citation information about the item(s) you need, along with your name and the barcode number from your college ID.

OR

- Go to the Libraries homepage: <http://library.stkate.edu>. Go to **Services for You**, then click on **Interlibrary Loan (ILL)** and select **book request**. Type in the citation information about the item you need, along with your name and the barcode number from your college ID. Submit one form for **each item** you need.

TO REQUEST JOURNAL ARTICLES

First, find out if St. Kate's own the journal from which you need the article. Check **CLICnet** or the **Periodical Cat**, available online from the Library's web page under **Find Articles** (see the handout *Locating Journal Articles*).

If the Library **does not own** the title and date you need, complete an online article request via CLICnet or the library homepage (as described above) for each article you need. If the journal title is held at a different St. Kate's campus, complete an article request form to receive a copy of the article.

How long will requests take to be filled?

You will need to allow time for your request to be processed, both here at St. Kate's and at the lending library. Please note that the length of time required to fill requests can vary greatly, depending on the workload. The times given here are approximate, and *specific delivery dates cannot be guaranteed*. (Deliveries are generally not made on weekends.)

CLIC books	Approx. 1 to 5 days
Non-CLIC books	Approx. 1 to 3 weeks
Journal articles	Approx. 2 days to 3 weeks (1-3 days for titles held by the Mpls. campus)

Your ILL request may NOT be filled if:

- A CLIC library owns the book you have requested
- Your St. Kate's library owns the journal you have requested, either in print or via an online database
- Your citation information is incomplete or inaccurate
- The item is unavailable from another library
- The cost of obtaining the item exceeds our limits

You can prevent needless delays in filling your requests:

- Look at the **Status** of a book before placing a hold on CLICnet. If all copies of a book are checked out, note this on the ILL request form in the *Notes/Comments* box, or speak to a Reference Librarian for other options.
- If St. Kate's copy of a journal issue is missing, check with the Reference Librarian to see if it is in processing. If it is found to be missing, note this on the ILL form in the *Notes/Comments* box.
- Fill out the forms **completely!** Don't abbreviate a title, and don't guess at the abbreviated title. The Reference Librarian can help you verify titles and other citation information.
- Always include a date in the *Cancel if not filled by* box. This date should be the last day you could use the item. Please do not put ASAP! A shorter date will not speed up your request and a realistic date will help us to not spend time and money obtaining an item after your deadline.

Delivery options and how you will be notified when the item has arrived:

- CLICnet books – must be picked up in the Library. A notice will be sent to your St. Kate's e-mail or your campus p.o. Books not picked up are returned to the lending libraries after 14 days.
- Non-CLICnet books – must be picked up in the library. A notice will be sent to your St. Kate's e-mail, your campus p.o., or your home address.
- Articles – articles are automatically sent to your campus p.o. unless you provide alternate instructions. With a mailing address (including zip), we will mail articles to your home. If you indicate **pick up at library**, we will hold your item at the circulation desk.

For **electronic document delivery** of journal articles, please type **EDD** and your **St. Kate's email address** in the delivery line of the ILL form. (*Note: we cannot at this time send electronic requests to email addresses outside the St. Kate's system.*) You will receive an email with a **PIN number** and a **link** to your article.

Due dates for books obtained through ILL:

- CLICnet books are loaned for 6 weeks (for students) from the date they are picked up, with the option for two renewals.
- Non-CLICnet books: due dates are set by the lending library, from the time the book is shipped to us. The date may be several weeks or as little as one week, so we urge you to pick it up as soon as possible. Generally, books may not be renewed, but if you still really need it, contact ILL staff (651-690-6655).

To check on the status of your request:

Use the *My CLICnet* option on the main CLICnet screen to check the status or number of ILL requests. A CLICnet book will remain on hold for 21 days, at which time the system drops the hold if it is unfilled. You will need to resubmit the hold request if you still need the book or check with the Reference Librarian for other options for getting the book.

If you have further questions, please stop by the Reference Desk or call the librarian at 651-690-6652.

You may also check our web page <http://www.stkate.edu/library/access/ill.html>

or send an e-mail to: iloan@stkate.edu