Answers to frequently asked questions about borrowing materials from libraries other than Morris.

**How do I request items?**

Morris Library has two services for obtaining items from other libraries: I-Share and Interlibrary Loan. Regardless of which service is used, books are brought to Morris Library for pick up.

**I-Share delivers materials from many college and university libraries across Illinois.** Items from these libraries can be requested through Morris Library by using the "Request" link within the [I-Share @ Morris catalog](http://www.lib.siu.edu). I-Share generally will loan books but not journals.

**Interlibrary Loan delivers materials from libraries world-wide.** If an item you need is not available in [I-Share @ Morris](http://www.lib.siu.edu) or if it is a request for an article not available in one of [Morris Library’s online databases](http://www.lib.siu.edu) or in print at Morris Library, you may request it from another library through [Interlibrary Loan](http://www.lib.siu.edu).

**Storage is a part of Morris Library.** You can request items shelved in Storage using your [I-Share @ Morris account](http://www.lib.siu.edu) or for journals that are not listed by individual volume you can use your [Interlibrary Loan](http://www.lib.siu.edu) account.

**Who can request items?**

All currently enrolled SIU students, faculty, staff, and retired faculty or staff may borrow items from other libraries. The service is free for these patrons.

Courtesy Card holders and CESL students are **not** eligible for free Interlibrary Loan.

All patrons will be billed for overdue charges or lost items. Charges and fines are set by the lending library.

**What can I request?**
You may request just about anything libraries own; books, copies of articles or book chapters, dissertations, movies, CDs, audiocassettes, microfilm or microfiche, and musical scores. However, some items, especially audio-visual materials, may be difficult to obtain or unavailable.

**You may not request textbooks required for classes at SIU.**

You can request as many books and articles as you need for your research. Requests for audio and video recordings are limited to 3 per week.

**How long will it take and where do I pick items up?**

Usually I-Share @ Morris and Interlibrary Loan requests are filled within one to two weeks except during the busy periods of the semester. Items that are very new or not widely held may take longer. You may call the Interlibrary Loan office at 618/453-3374 to check on the status of your request.

You will receive an email when your requested items arrive.

Items can be picked up and returned at the Circulation Desk on the first floor of Morris Library. Please do not return them in the book drops.

**How long may I keep items?**

I-Share items will check out for four (4) weeks and can be renewed 3 times, or 6 renewals for faculty. They are renewed online through your I-Share account.

Interlibrary Loan items have due dates set by the lending library. They may or may not grant renewals. Request a renewal online through your Interlibrary Loan account or call Interlibrary Loan at 618/453-3374.

All patrons will be billed for overdue charges or lost items. Charges and fines are set by the lending library.

Photocopies are usually yours to keep.

**What is up with the green and pink bands?**

The green bands are for I-Share books, and the pink bands are for Interlibrary Loan books.

Green bands have condition notes written on them. This tracks any damage to the item prior to you checking it out. Because of this, **do not remove the green bands**.

Pink bands show you the item’s due date and transaction number. Having the
transaction number eliminates problems with returns. Because of this, do not remove pink bands.

How do I request items from other libraries?

Articles:

Once you have determined that Morris Library does not have the journal you need in one of its online databases or in print, you may submit a request for it using the Interlibrary Loan form [4]. Please give as much information as possible, including information about the source of your citation.

Books, Dissertations, Audio Recordings, etc.:

If the item you want is not available through Morris Library or I-Share [2], you may request it using the Interlibrary Loan form [4]. Please include your source of information for the item requested and any additional comments in the area provided.

Why wasn't my request filled?

Unfilled I-Share requests are caused by no copies of the requested item being available in I-Share. Sometimes this means the library cannot find the book you requested, or the item might be “local use only” (reference, reserves, special collections). When this happens, your request will automatically forward to the next I-Share library that owns a copy. If there are no other available copies in I-Share, try requesting through Interlibrary Loan.

Interlibrary Loan requests are cancelled for many reasons. Common ones include: item is available in Morris Library, citation is incomplete / wrong, or no library can supply the item. We try our best to fill requests, but sometimes publications are owned by only a handful (or single) library worldwide and they aren’t lending. Theses / Dissertations are good examples as are extremely old items or items published in small runs. In these cases, we recommend contacting the information desk and speaking to a research librarian to find alternate resources or other ways to get a copy of the materials.

Source URL (retrieved on Jun 4 2018 - 11:07am): http://www.lib.siu.edu/other-libraries-faq

Links: