

Interlibrary Loan (ILL): Information for Journal Staff Members

General:

- ILL is used for two types of items: (1) to borrow an item (usually a book) that no BU library owns, or (2) to request a photocopy of a document (usually an article) that is not otherwise available to you at BU
- ILL is appropriate to request items that are not available at a library on BU's Charles River campus
 - If a book or other item is available on campus, you can use your Terrier card to check it out, or visit the library and make a photocopy
 - If a book is checked out from a BU library, please submit a recall request
 - You can submit an ILL request for items at the BU Medical Library, but the Medical Library limits the number of items it will provide to our users each week. Delays result when large numbers of items are requested from the medical library.
- Please bear in mind that an ILL transaction generally takes 7-10 days, and can take 2-3 weeks or more. There is no guarantee, and some requests may not be filled.
 - It is important to submit requests as soon as you can. Items requested by ILL less than a week before the item is needed are unlikely to be received in time.
 - There may be other possible solutions if you need an item in a time-sensitive situation—*e.g.*, your assignment is due in 2 days and you need a book that is not available at BU, but that may be available at the Boston Public Library or a library with the Boston Library Consortium (BLC).
 - BLC library cards are available at Mugar Library; these permit you to visit consortium libraries to consult or check out items that those libraries own.
 - It is possible for law students to request items using the BLC virtual catalog, but this is not recommended. Borrowing times are strictly limited to 3 weeks, with no renewals; and fines on overdue items are substantial and cannot be waived.
 - Note: Law Library staff are not involved in processing requests through the BLC virtual catalog.

Submitting ILL requests:

- Each journal has its own policy re submission of ILL requests; please consult that policy before you submit requests.
- For making requests, **use the Law Library's Material Request form**, which is available at <http://www.bu.edu/lawlibrary/surveys/Requests/request.html>
 - This form is linked to the Research Portal for journal staff, at: <http://www.bu.edu/lawlibrary/research/portals/journal.html>

- Please note: There are links from various BU library web pages and databases for requesting documents; generally, these result in requests directed to Mugar Library staff, who will instruct you to submit your ILL requests to the law library. Use only the law library form.
- In filling out this form, it is easier to copy and paste information about the item you are requesting from the BU library catalog (when available) or the Worldcat database than to type it in the information.
 - Please contact a reference librarian with any questions about submitting a request.
 - Please use the internal links within this form to make navigation easier; the form is also used for recall and search requests, and scrolling down manually can make using it more complex.
 - The final step before submitting your request is to enter information about the Requestor and the User.
 - Please indicate that you are a BU law journal member, and identify the journal on the drop-down menu
 - The requestor is the person making the request; entering your contact information helps library staff communicate with you at each stage until the item is received.
 - The user is the person to whom the item will be checked out, and who will be in charge of it, after it is received. The user could be the same person as the requestor, or it could be a managing or article editor or some other person affiliated with your journal. Please check with your editor about who should be designated as the user for this item.
 - Also on the final page of the form, you can designate whether the item should be made available at the main circulation desk (Law Pappas) or at the circulation desk at the Law Annex. Choose whatever location is more convenient for your journal.
- If you have questions about the status of an ILL request, please see Terri Geiger, Amanda D'Amato or Amity Dubell in the Law Library's circulation department.

After the item is received:

- When an item is received from a lending/providing library, law library staff will notify the requestor by e-mail that it is available to be picked up at the Pappas or Annex circulation desk
- Please note the due date. This is determined by the lending library, and it must be honored. It is important to use the item promptly after receipt.
 - The failure to return books by the due date can have a negative impact on all law library users. Some lending libraries will suspend service to borrowing libraries with outstanding overdue items. The Library of Congress, our provider of last resort, will not supply another book until an overdue title has been returned.

- Notices are sent to the user one week before the due date. Please return the item, or request a renewal **before the due date**.
- Renewals can be requested for borrowed items, but it is up to the lending library to decide whether, and for how long, to grant a renewal. If a renewal is not granted, the item **MUST** be returned by the due date.
- The BU Law Library does not impose fees or overdue fines for materials obtained via ILL. However, we cannot waive fines imposed by a lending library (or by Mugar Library or other BU libraries for items checked out from those libraries).

Special considerations in late Spring:

- Some journals may use items received through the ILL process after Spring classes have ended and during the summer.
- Rising 3L students: If ILL items are checked out to you as “user” for that item, and you will not be working on journal activities over the summer, it is important to return all items checked out to you, or to speak with Terri Geiger or Amanda D’Amato for assistance.
- Graduating students: It is important to return any item checked out to you and to clear any overdue notices or fines remaining on your record.
 - If you have any questions or concerns, please see Terri Geiger, Head of Circulation and Access Services at least 2 weeks prior to graduation.