



Resource Sharing for School Libraries


*MLS Summer School Institute
August 14, 2008*

So a patron comes into the library

Question No. 1

Does the patron need an
item or a photocopy of
a journal article?





Patron wants to borrow an item

**Any type of library material
is usually available for
interlibrary loan**

- **Books**
- **AV material**
- **Microfilm**
- **Whole issues of periodicals
(limited availability)**





Rule no. 1

- **Always start locally**
 - **Check your own library catalog for the item (sometimes patrons don't search thoroughly)**
 - **Check your regional library system catalog (LLSAP) in MLS this is SWAN**
 - **Then broaden search to include other resources - FirstSearch and I-Share**



Search SWAN

<http://swan.mls.lib.il.us>

Search by keyword, title, author

SWAN Online Catalog Home | New Search | Login | Help

Now searching **ALL LIBRARIES**

Keyword | Title | Author | Advanced

Type the keyword(s) in the box below then press Enter or click the Submit button.

Sorted By: All SWAN Libraries

Type the keywords you want to find. For example:
♦ good to great ♦ Indian cooking

Other Searches:

- ▶ Author and Title Search
- ▶ Subject Headings
- ▶ ISBN/ISSN
- ▶ Government Documents
- ▶ Call Number

NOW PAY FINES ONLINE! Click "My Account" and log in

- ▶ My Account
Log in to check your account, renew items, request items and pay online
- ▶ Popular Searches
Need some suggestions? Try these links!
- ▶ About Member Libraries
Click here for library names, addresses, phone numbers and web sites
- ▶ Easy Cat
SWAN catalog with pictures

Need Search Tips?

Home | Help

SWAN Advanced Search Screen

Keyword **Title** **Author** **Advanced**

Advanced Keyword Search

Please fill in the form, select limits, and click Submit (or choose a [Simple Keyword Search](#)).

Any Field:	<input type="text"/>	And	<input type="text"/>
Any Field:	<input type="text"/>	And	<input type="text"/>
Any Field:	<input type="text"/>	And	<input type="text"/>
Any Field:	<input type="text"/>	And	<input type="text"/>

Any Field:
Author:
Title:
Subject:
Note:

Limited to: Limit search to on shelf

Sorted by: Search and Sort:

Location: ANY, Acorn, Acorn Juvenile, Alsip-Merrionette Park, Alsip-Merrionette Park Juvenile

Format: ANY, BOOK, LARGE TYPE, AUDIOCASSETTE, COMPACT DISC

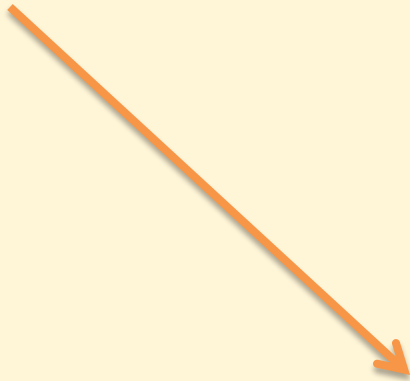
Language: ANY, Arabic, Bengali, Czech, Chinese

Search Tips

- Adjacency** Multiple words are searched together as one phrase.
Example : world health organization
- Wildcards** Words may be right-hand truncated using an asterisk. '*' for 1-5 characters, '**' for open-ended truncation, '?' to replace a single character anywhere within a word.
Examples : environment*
polic*, inter**, wom?n
- Boolean Operators** Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words.
Example : stocks and bonds
Example : (alaska or canada) and (adventure and not vacation)
- Proximity Operators** Use "near" to specify words close to each other, in any order.
Example : california near university
- Field limits** A field limit causes the system to search only the specified field for the specified word(s).
- Grouping** Keyword search results are usually grouped by relevance to bring the most likely titles to the top of the list. Each group represents a similar level of relevance and results are sorted within the group by date or title. To get an ungrouped result set, use boolean operators to form a complex query.

SWAN Brief Bibliographic Record

Shows library/location, call number
Shows shelf status or actual due date
Number of holds on title



SWAN Online Catalog Home | New Search | Login | Help

Start Over **Request** Save to Folder Staff Display Return to List Limit/Sort Search Read About It Similar Search (Search History)

TITLE new earth All SWAN Libraries System Sorted Search
 Limit search to on shelf

Record 1 of 8
Result page: Previous Next

Author [Tolle, Eckhart, 1948-](#)
Title A new earth : awakening to your life's purpose
Pub.Info. New York, N.Y. : Dutton/Penguin Group, c2005.

Copy Status Additional Links Full Record Print Version

216 holds on first copy returned of 19 copies

LIBRARY/LOCATION	CALL NUMBER	AVAILABILITY
Acorn	158.1 TOL	DUE 03-12-08
Downers Grove	158.1 TOL	DUE 03-12-08
Eisenhower		ON-ORDER +1 HOLD
Elmhurst	158.1 Tol	DUE 03-21-08
Flossmoor Adult New Books	HOT PICKS 158.1 TOL	DUE 03-10-08
Frankfort	204.4 TOLLE	DUE 03-22-08
Hinsdale	158.1 TOL	DUE 03-29-08
Homewood	158.1 TOL	ON HOLD

Additional Info:

Rating ★★★★★

If you locate the item in SWAN

If you are a SWAN library or Internet Access library

- You can place a hold for the item if on shelf or in circulation
- Then call the owning library where the item is on shelf to expedite the process (option)
- Or let the computer choose a library to request the item from automatically
- If patron is in a hurry and they have a valid public library card they can go to the owning library and check the material out (RB)



If you locate the item in SWAN

If you are not a SWAN library

- Check the [MLS ILL Policy Directory](#) for contact information and ILL policies
- Complete an ALA ILL request form
- Route to owning library via fax, mail, or delivery
- OR if patron has a valid public library card they can go to the owning library and check the material out (Reciprocal Borrowing)





ALA ILL form

- <http://ala.org/ala/rusa/protools/reference/guide/illformprint.pdf> **Adobe PDF**
- <http://ala.org/ala/rusa/protools/reference/guide/illformprint.doc> **MS Word doc**





Processing SWAN materials

If you are a SWAN library

- **Circulate the item on SWAN to patron**
- **You can shorten a due date but not extend it without a renewal**
- **Upon checkin from patron, follow SWAN prompts to route on to another library or back home**



Processing SWAN materials

If you are not a SWAN library

- Item should have paperwork enclosed with due date on form or book band
- You can shorten a due date but not extend it without a renewal
- When returned by patron update paperwork and readdress book band



It's not on SWAN, what now?

- Search FirstSearch WorldCat database

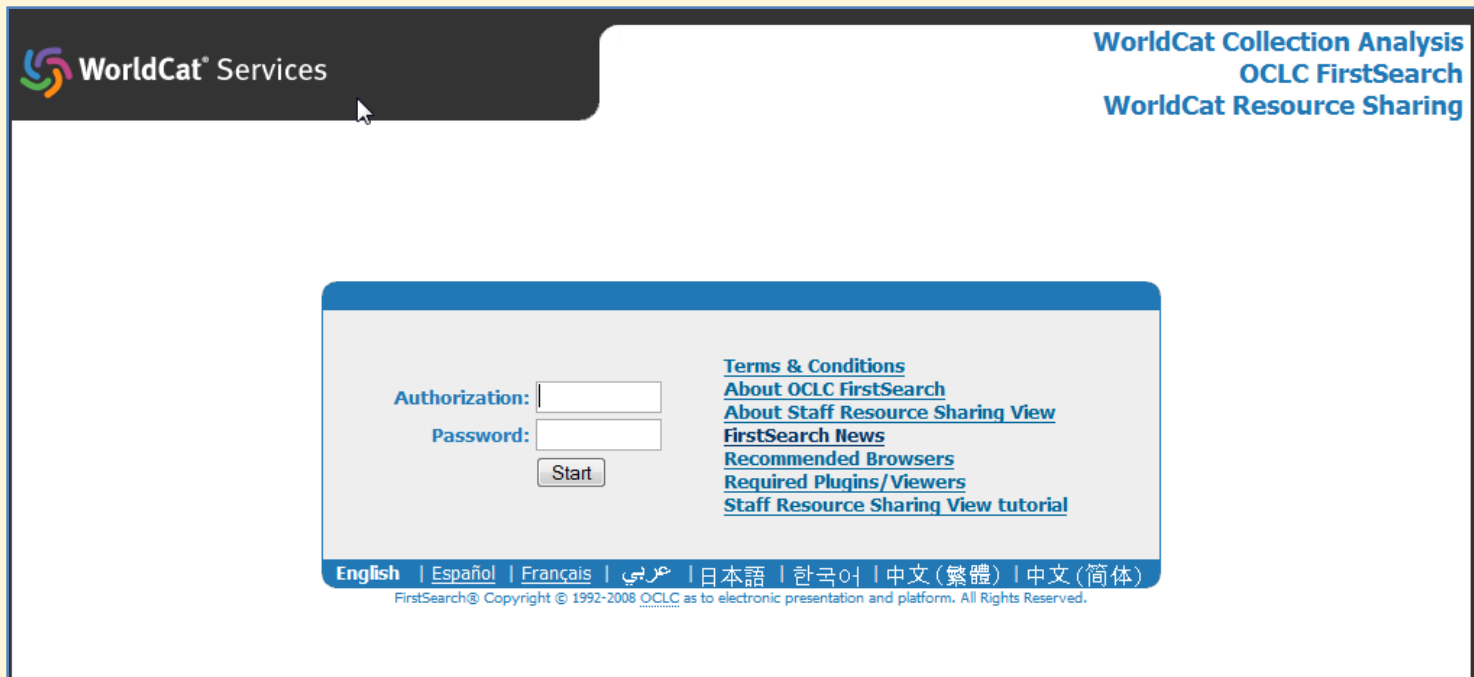
<http://firstsearch.oclc.org>

- Some interesting WorldCat statistics

<http://www.oclc.org/worldcat/statistics/default.htm>



FirstSearch



WorldCat® Services

WorldCat Collection Analysis
OCLC FirstSearch
WorldCat Resource Sharing

Authorization:

Password:

[Terms & Conditions](#)
[About OCLC FirstSearch](#)
[About Staff Resource Sharing View](#)
[FirstSearch News](#)
[Recommended Browsers](#)
[Required Plugins/Viewers](#)
[Staff Resource Sharing View tutorial](#)

[English](#) | [Español](#) | [Français](#) | [عربي](#) | [日本語](#) | [한국어](#) | [中文\(繁體\)](#) | [中文\(简体\)](#)

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FirstSearch List of Databases

Provided by the Illinois State Library on an annual basis, individual databases can change from year to year

Current database: WorldCat

Select	Database	Description	Updated	Info	Full Text
<input checked="" type="checkbox"/>	WorldCat	OCLC catalog of books and other materials in libraries worldwide	2008-08-07		
<input type="checkbox"/>	ArticleFirst	OCLC index of articles from the contents pages of journals	2008-08-07		
<input type="checkbox"/>	ClasePeriodica	Index of Latin American journals in the sciences and humanities	2008-05-13		
<input type="checkbox"/>	Ebooks	OCLC catalog of online electronic books available through libraries worldwide	2008-08-07		
<input type="checkbox"/>	ECO	An OCLC collection of scholarly journals (Browse Journal Titles)	2008-08-04		
<input type="checkbox"/>	ERIC	Journal articles and reports in education	2008-08-04		
<input type="checkbox"/>	GPO	U.S. government publications	2008-08-01		
<input type="checkbox"/>	IllinoisCatalog	OCLC catalog of materials in Illinois libraries			
<input type="checkbox"/>	MEDLINE	All areas of medicine, including dentistry and nursing	2008-08-06		
<input type="checkbox"/>	PapersFirst*	OCLC index of papers presented at conferences worldwide	2008-08-07		
<input type="checkbox"/>	Proceedings*	An OCLC index of worldwide conference proceedings	2008-08-07		
<input type="checkbox"/>	WorldAlmanac	Funk & Wagnalls New Encyclopedia and four almanacs			
<input type="checkbox"/>	WorldCat	OCLC catalog of books and other materials in libraries worldwide	2008-08-07		
<input type="checkbox"/>	WorldCatDissertations	A database of all dissertations and theses available in WorldCat			
<input type="checkbox"/>	fulltext	A virtual resource your librarian has configured for you			
<input type="checkbox"/>	fulltext2	A virtual resource your librarian has configured for you			

FirstSearch Advanced Search screen

[Staff View](#) **WorldCat Advanced Search** [MLS ULS](#) | [I-Share](#) | [SHARE](#)

- Enter search terms in one or more boxes and click on **Search**.
- If you have saved marked record(s), you can access them here: [Saved Records](#)

[Home](#) | [Databases](#) | **Searching** | [Resource Sharing](#) | [My Account](#) | [Options](#) | [Policies Directory](#) | [Comments](#) | [Exit](#) | [Hide tips](#)

[Basic Search](#) | **Advanced Search** | [Expert Search](#) | [Previous Searches](#) | Go to page

Subjects News Help Current database: **WorldCat**

Search in database: WorldCat (Updated: 2008-08-07)
OCLC catalog of books and other materials in libraries worldwide

Search for: Keyword
and Keyword
and Keyword

Year (format: YYYY-YYYY)
Limit to: Language [Show all languages ...](#)
Number of Libraries

Limit type to: match any of the following

<input type="checkbox"/> Books	<input type="checkbox"/> Serial Publications	<input type="checkbox"/> Articles
<input type="checkbox"/> Visual Materials	<input type="checkbox"/> Sound Recordings	<input type="checkbox"/> Musical Scores
<input type="checkbox"/> Computer Files	<input type="checkbox"/> Archival Materials	<input type="checkbox"/> Maps
<input type="checkbox"/> Internet Resources	<input type="checkbox"/> Continually Updated Resources	

Subtype limits: Any Audience Any Content Any Format

Limit availability to: match any of the following


Items in my library (IED, Metropolitan Library System)
Library Code [Find codes ...](#)

Rank by: Number of Libraries

English | Español | Français | العربية | 日本語 | 한국어 | 中文(繁體) | 中文(简体) | [Options](#) | [Comments](#) | [Exit](#)

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- Keyword
- Access Method
- Accession Number
- Author
 - Author Phrase
 - Corporate and Conference Name
 - Corporate and Conference Name Phrase
 - Personal Name
 - Personal Name Phrase
- Language Phrase
- Material Type
- Material Type Phrase
- Musical Composition
- Musical Composition Phrase
- Notes/Comments
- Publisher
- Publisher Location
- Standard Number
- ISBN
- ISSN
- Subject
 - Subject Phrase
 - Descriptor
 - Genre/Form
 - Geographic Coverage
 - Named Corporation and Conference
 - Named Person
- Title
 - Title Phrase
 - Series Title



Requesting materials found on WorldCat

- Search by author, title, keyword or 20 other ways
- Limiters available on Advanced Search screen
- Once you have found the right record, display locations (all, regional, state)



Holding libraries display for Non-OCLC libraries

Click on library name to view their catalog

The screenshot displays the SILC Statewide Illinois Library Catalog interface. At the top, it identifies the 'Metropolitan Library System' and provides navigation links for 'MLS ULS', 'I-Share', and 'SHARE'. The main heading is 'Libraries that Own Item', with a note stating 'This screen shows libraries that own the item you selected.' Below this are navigation tabs for 'Home', 'Databases', 'Searching', 'Results', and 'Resource Sharing'. A secondary set of tabs includes 'List of Records', 'Detailed Record', 'Marked Records', and 'Saved Records', along with a 'Go to page' dropdown. A utility bar contains icons for 'ILL', 'E-mail', 'Print', 'Return', and 'Help', and displays 'Current database: WorldCat Total Libraries: 4,006'. The search results show the item title 'Harry Potter and the Chamber of Secrets' by Rowling, J. K. with accession number 40043650. A link to 'Display All Libraries' is provided. The main content is a table of holding libraries.

Location	Library	Code
US,IL	A-C CENT HIGH SCH	IKD
US,IL	ACORN PUB LIBR DIST	TZ8
US,IL	ADLAI S STEVENSON HIGH SCH LIBR	QE8
US,IL	ALBION PUB LIBR	AP7
US,IL	ALEDO MERCER-CARNEGIE PUB LIBR DIST	JYL
US,IL	ALGONQUIN AREA PUB LIBR DIST	GK5
US,IL	ALL SAINTS CATHOLIC ACAD	ILASC
US,IL	ALPHA PARK PUB LIBR DIST	ISF
US,IL	ALSIP-MERRIONETTE PARK PUB LIBR	JCF
US,IL	ALTAMONT PUB LIBR	IA2

Holding libraries display for OCLC libraries

Click on library name to view their catalog

If you are an OCLC ILL participating library

• Click on question mark to view their ILL policy

• Click on code to enter lenders in string

Home Databases Searching Results Resource Sharing My Account Options Policies Directory Comments Exit Hide tips

List of Records Detailed Record Marked Records Saved Records Go to page

Staff ILL LHR Update Direct Request E-mail Print Return Help Current database: WorldCat Total Libraries: 4,006 WorldCat

Title: Harry Potter and the Chamber of Secrets Author: Rowling, J. K Accession Number: 40043650

* Lenders

Transfer to ILL Staff workform Clear

Display All Libraries | Regional Holdings | State Holdings

Group Holdings Custom Holdings Path

Libraries with Item: "Harry Potter and the Cham..." (Record for Item | Get This Item)

Location	Library	Supplier	Code
US,IL	A-C CENT HIGH SCH		IKD ?
US,IL	ACORN PUB LIBR DIST	yes	TZ8 ?
US,IL	ADLAI S STEVENSON HIGH SCH LIBR		QE8 ?
US,IL	ALBION PUB LIBR		AP7 ?
US,IL	ALEDO MERCER-CARNEGIE PUB LIBR DIST	yes	JYL ?
US,IL	ALGONQUIN AREA PUB LIBR DIST	yes	GK5 ?
US,IL	ALL SAINTS CATHOLIC ACAD		ILASC ?
US,IL	ALPHA PARK PUB LIBR DIST	yes	ISL ?
US,IL	ALSIP-MERRIONETTE PARK PUB LIBR	yes	JCF ?

If you participate in OCLC ILL

- **Create a online request by selecting up to five potential lenders from the list of libraries**
- **If material is AV, microfilm, new, or potential non-circ - check library policy**
- **Monitor Request Manager file for item after creating request**



Request Manager

Staff View **Request Manager** [MLS ULS](#) | [I-Share](#) | [SHARE](#)

[Home](#) | [Databases](#) | [Searching](#) | [Results](#) | **Resource Sharing** | [My Account](#) | [Options](#) | [Policies Directory](#) | [Comments](#) | [Exit](#) | [Hide tips](#)

[Request Manager](#) | [Blank Workform](#) | [Printing](#) | [Batch](#) | [My Requests](#) | Go to page

Admin Link | Help

Search Active Requests Request Identifier (an:)
Search Closed Requests

Borrowing	
Action Items	Qty
Unfilled	2
Information	Qty
Online Produced	69
Shipped	68
Renewal Granted	19
Special Messages/Borrower	35

Lending	
Action Items	Qty
Pending	5
In Process	39
Conditional/Pending	2
Retry/Pending	1
Information	Qty
Returned	58
Special Messages/Lender	6

Printing	
Categories	View
Mailing Labels (0 shipping, 0 return)	Print
Book Straps (0 Available)	Print

[English](#) | [Español](#) | [Français](#) | [عربي](#) | [日本語](#) | [한국어](#) | [中文\(繁體\)](#) | [中文\(简体\)](#) | [Options](#) | [Comments](#) | [Exit](#)

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Monitoring Request Manager

You need to check your files daily Monday through Friday

As a borrower	As a lender
Expired	Pending
Unfilled	Renewal Requests
Conditional	Conditional Pending
Shipped	Retry Pending

OCLC WCRS* tutorials

<http://www.oclc.org/us/en/support/training/firstsearch/tutorial/>

*WCRS WorldCat Resource Sharing



Rule no. 2

- You can not link out of WorldCat Resource Sharing and place a request on I-Share
- You must go direct to I-Share to request material



Found at an I-Share library on FS

- Search I-Share (formerly known as Illinet Online – “IO”)
- Every member of Illinet has a Borrower ID to request materials from the I-Share libraries
- Materials are routed to your library via ILDS and your system delivery





I-Share

- <https://i-share.carli.illinois.edu/uc/>
- I-Share includes the resources of 76 Illinois libraries belonging to CARLI, the Consortium of Academic & Research Libraries in Illinois
- 74 academic libraries with one special (Newberry Lib.) and one school (IL Math and Science Academy)



Checking Your Account in I-Share



Your session will expire in .

[New Search](#) [I-Share Libraries](#) [Renew Books/My Account](#) [New in I-Share](#) [Quit](#) [Help](#)

Patron Login

Why log in?

- ◆ To request items not available at your home library ([brief movie](#))
- ◆ To renew items online and view other personal account information ([brief movie](#))

For users:

Please select your home library, enter your Library Borrower ID and Last Name, then click the Login button. [Show me how](#). Your Borrower ID may be printed near the barcode on your library ID card.

For staff at ILLINET member libraries and Library System Headquarters:

Select "ILLINET Libraries" as your home library, and enter "illinet" or "system" as your last name.

Note to all:

You must have JavaScript enabled in your web browser in order to place a request.

Select Your Home Library:

Library Borrower ID

Last Name:

[New Search](#) [I-Share Libraries](#) [Renew Books/My Account](#) [New in I-Share](#) [Quit](#) [Help](#)

I-Share Patron Record

[New Search](#) [I-Share Libraries](#) [Renew Books/My Account](#) [Logout](#) [New in I-Share](#) [Quit](#) [Help](#)

Personal Info

[\(About this address\)](#)
MLS 000473381 SYSTEM
ILDS MLS - 1A
SYSTEM ILL
,

Primary: FAX: 630-734-5050

Patron Blocks

No blocks

Items Checked Out

You have no items checked out.

Request Information

You have no requests pending.
You have no items ready for pick-up.

Fines and Fees

You have no fines or fees.

[New Search](#) [I-Share Libraries](#) [Renew Books/My Account](#) [Logout](#) [New in I-Share](#) [Quit](#) [Help](#)



I-Share

- Have the capability to cancel pending requests by selecting them under the “Request Information” area
- Have the capability to renew items by selecting them under the “Items Checked Out” area
- Requested materials will be delivered via ILDS and include due date information



Update your I-Share account



- Check your account to make certain information is accurate
- To update your info use form available at

http://www.carli.illinois.edu/mem-prod/I-Share/docs/change_info.pdf





Returning materials

- **Items borrowed from in-state libraries usually are returned via ILDS**
- **Use new ILDS routing label**
<http://www.illinoisdelivers.net/PaperILDStlabel.pdf>
- **Update your records (paper or OCLC)**
- **Route item home following supplying libraries return conditions**





Let's Review Loans

- Search local catalog
- Search regional LLSAP (in MLS this is SWAN)
 - place hold or use ALA
- Search FS WorldCat
 - Request from I-Share directly if found
 - Request from in-state FS locations (free)
 - If not an OCLC ILL participant you can request item using an ALA ILL form
 - If MLS suburban library- request from MLS Resource Sharing if all locations out of state - option





Items not located on SWAN, I-Share, or in-state FirstSearch

- Request from MLS Resource Sharing using online forms (MLS suburban member libraries only)
- In-state requests are free
- Out of state requests \$3.00 fee if we obtain item- quarterly billing
- MLS Suburban members submit requests for any items you are unable to verify





Your patron wants an article- attempt to verify article first

- Does patron have a bibliography or citation
- Verify title using FS journal databases
 - ArticleFirst
 - ECO
 - MEDLINE (medical)
 - ERIC (education)
 - PerAbs and WilsonSelect – no longer available





Rule no. 3

check for full-text first

- Check electronic resources available in your library
- Check the [MLS ULS](#), if found request using an ALA ILL form
- Check for journal title in FirstSearch
- Consider a Google search for journal title (associations especially)



Check ERIC

- Education Resources Information Center

<http://www.eric.ed.gov/>



The screenshot shows the ERIC website interface. At the top left is the ERIC logo and the text "Education Resources Information Center". To the right are links for "Submit Content", "Contact Us", and "Help". Below this is a navigation bar with "Home", "Search ERIC", "Our Collection", "Thesaurus", "About Us", and "My ERIC". The main content area is divided into three columns. The left column is titled "Search ERIC Collection" and contains a search form with a "Search Term(s)" input field, a "Search in:" dropdown menu set to "Keywords (all fields)", and a "Search" button. To the right of the search form are links for "Advanced Search", "Thesaurus", and "Help". Below the search form, it says "Records added in the last month: 3770". The middle column is titled "ERIC Showcases Publications of the Regional Educational Laboratories" and includes a "Learn more" link. The right column is titled "More About ERIC" and contains three bullet points: "ERIC Microfiche Digitization", "Support and Training Materials", and "ERIC Information". Each bullet point has a brief description and a "Help" link. The "ERIC Information" section also includes "For Publishers", "For Authors", and "For Librarians" with descriptions and "Help" links.

ERIC Education Resources Information Center

Submit Content | Contact Us | Help

Home | Search ERIC | Our Collection | Thesaurus | About Us | My ERIC

Search ERIC Collection

Search Term(s): [Advanced Search](#)

Search in: [Thesaurus](#)

[Help](#)

Records added in the last month: **3770**

ERIC Showcases Publications of the Regional Educational Laboratories

See all recent publications from the Regional Educational Laboratories.

[Learn more](#)

About Our Collection

- [What's in the ERIC Collection](#)
Bibliographic records of education literature, plus a growing collection of full text
- [Journal Index](#)
Alphabetical list covering 1966 to the present
- [Featured Publications](#)
Quick search options to locate special collections

ERIC Information

- [For Publishers](#)
Discover the benefits of indexing journals, books, and other education-related materials in ERIC. Learn how your titles can be included.
- [For Authors](#)
Find out how individuals who hold copyright to their works can contribute papers, reports, and other materials to ERIC.
- [For Librarians](#)
Access information to support site linking, training, microfiche management, and more.

More About ERIC

- [ERIC Microfiche Digitization](#)
Help ERIC expand online access to nearly 340,000 documents indexed 1966-1992, originally available only in microfiche. Learn about our digitization project.
- [Support and Training Materials](#)
Learn how to search ERIC, use My ERIC, and get answers to our most frequently asked questions.
[Help](#)
[Tutorials](#)
[FAQs](#)





ED or EJ?

- ED # originally distributed to ERIC depositories on microfiche
 - Concordia Univ. a good source in MLS
- EJ # originally published as journal articles
- Access and some full text available via FirstSearch or directly at <http://www.eric.ed.gov/>



Google Scholar



Help

[About Google Scholar](#)

[Google Scholar Help](#)

[Advanced Search Tips](#)

[Support for Libraries](#)

[Support for Publishers](#)

[Add Google Scholar to your site](#)

Find library resources with [Library Links](#)


Understanding a Search Result

Each Google Scholar search result represents a body of scholarly work. This may include one or more related articles, or even multiple versions of one article. For example, a search result may consist of a group of articles including a preprint, a conference article, a journal article, and an anthology article, all of which are associated with a single research effort. Grouping these articles allows us to more accurately measure the impact of research and to better present the different research efforts in an area.

Each search result contains bibliographic information, such as the title, author names, and source of publication. One set of bibliographic data is associated with the entire group of related articles and is our best estimate at the representative article for the group. This bibliographic data is based on information from the articles in the group, as well as on citations to these articles from other scholarly works.

The screenshot shows a Google Scholar search for "smile analysis". The search bar contains "smile analysis" and the search button is labeled "Search". To the right of the search bar are links for "Advanced Scholar Search", "Scholar Preferences", and "Scholar Help". Below the search bar, the results are displayed. The first result is "Dynamic smile visualization and quantification: Part 2. Smile analysis and treatment strategies" by M. Ackerman, D. Sarver, P. Johnson, J. Ackerman, and I. Essa. The result is annotated with numbered callouts: 1 points to "All Results", 2 to the author list, 3 to the citation information, 4 to the title, 5 to the author list, 6 to the article title, 7 to the citation information, and 8 to the "Find It @ Harvard" link. The second result is "Smile analysis and design in the digital era" by M.B. Ackerman and J.L. Ackerman, also annotated with callouts 5 and 8.

Google advanced search

 **Advanced Scholar Search** [Advanced Search Tips](#) | [About Google Scholar](#)

Find articles with **all** of the words
with the **exact phrase**
with **at least one** of the words
without the words
where my words occur

anywhere in the article ▾

10 results ▾

Author Return articles written by

e.g., "PJ Hayes" or McCarthy

Publication Return articles published in

e.g., J Biol Chem or Nature

Date Return articles published between
 —
e.g., 1996

Subject Areas

Return articles in all subject areas.

Return only articles in the following subject areas:

- Biology, Life Sciences, and Environmental Science
- Business, Administration, Finance, and Economics
- Chemistry and Materials Science
- Engineering, Computer Science, and Mathematics
- Medicine, Pharmacology, and Veterinary Science
- Physics, Astronomy, and Planetary Science

Why full text

- Patron's instant gratification assured
- You don't need to count it for copyright compliance (CCG or CCL)
 - Database vendor has negotiated royalty with copyright holder
- Often can be delivered directly to patron's email account

Requesting a photocopy

- **Make certain you include information on the article you are requesting on whatever form you use**
 - **Journal date, issue, number, page numbers**
 - **Article author or editors**
 - **Article title**
 - **CCG or CCL copyright compliance**
 - **Amount willing to pay or LVIS affiliation**



CCG



Publication date is within the last five years and your library does not subscribe to the journal

- Only five copies per title per year
- Only one article per issue per patron

CCL

Publication date is more than five years old or
your library subscribes to the journal

- No limit on the number of copies you can request

Other guidelines

- Copy requests must be in writing, no phone requests
- One article per request
- Records of filled requests must be kept for three years by the requesting library





Once you reach your limit

- You may send your patron to an owning library to copy the article
- Check again for full text availability
- Wait until next year – calendar year
- Fill by ordering from a document supplier or contact the CCC
- You may want to consider a subscription to the journal





After exhausting MLS ULS

- **MLS Suburban members can request from MLS Resource Sharing using online form**
- **Indicate your willingness to pay \$3.00**
- **Indicate whether full text is acceptable**
- **Call our office with rushes (24 hr deadline)**
- **Indicate either CCG or CCL**
- **There is no charge if we can obtain from in-state suppliers for free**



Important guideline

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