

INTERLIBRARY LOAN

If you find a book or article you want that is not in our collection, you can request it through interlibrary loan (ILL). This service is offered free of charge. Items can be obtained through an OCLC search from all over the country. All interlibrary loan requests are processed within 24 hours. Most interlibrary loan requests arrive in 1-2 weeks. However, if the request is not available from a local or OhioLINK library, we must depend on the unpredictability of the U.S. mail or UPS. Requests can be rushed if needed.

BOOKS: Check the online catalog near the first floor Reference area for author/title/keyword search. If book does not appear, please ask a librarian who can verify this and locate the book if we do have it.

If we don't have a book, you may request it through interlibrary loan. Our library belongs to OhioLINK. Persons with a valid barcoded Notre Dame College ID can obtain books from any of its 86 libraries in an average of 3-4 days. If an item is not available through OhioLINK, we will do an OCLC search for it. We need author, title, publisher, publication date, edition (if important), ISBN (if available) and your name and phone number for all ILL requests. Please indicate if it is a RUSH request.

PLEASE NOTE: Some reference materials, books published within the last year or items in restricted collections are difficult to obtain.

JOURNAL ARTICLES: Check the Electronic Journal Finder. Click on OhioLINK and then scroll down and click on E-Journal Finder to find out if any of the OhioLINK databases contain the article in full text. Check our holdings list (the blue spiral bound book kept by the public access computers) to see if we have the item and check the shelf. The library holdings list may also be accessed online by going to the Notre Dame College Library website and clicking on "Search the library catalog." Clicking on "Search the Journals by title" will bring up an alphabetical list of the library's holdings. If you cannot find the title or the issue that you are looking for on the shelf, ask a librarian – we can verify if it came in or if it is at the bindery.

If we don't have the journal in print or online there are two options available:

1. Request it through ILL. We need the author, title of the article, name of the journal, volume and number of the issue, page numbers, your name and phone number, and whether it is a RUSH request.
2. If it is a RUSH, we can request a fax from from JCU, Ursuline, CWRU, CSU, or the Cleveland Clinic if these libraries have the journal you need. Response time for these libraries is excellent and most requests are delivered in 1-2 days.

NOTE: If an item is a RUSH, these steps will be taken automatically and fax requests will be made to other libraries as needed. It is important to tell us the item is a RUSH at the time of the request.

IMPORTANT REMINDERS:

- **Be prepared** – plan ahead and leave an ample amount of time for research assignments or ILL Requests.
- **Please supply complete information for ILL or reference requests**, especially your name and phone number.
- **Make sure you have your ID.** You will not be able to request OhioLINK materials without it.
- **Ask a librarian** – *we're ready to help!*