

## **What is ILL?**

The Interlibrary Loan service at COTO is designed to help COTO faculty, staff, and students acquire research materials that are unavailable in the COTO library collection. The Learning Resource Center (LRC) acts as an agent in obtaining these materials on loan or in photocopy from other libraries in Arkansas, the United States, and other parts of the world.

## **What must I do before requesting an Interlibrary Loan?**

- You must verify that the COTO LRC does not own the item.
- Check COTO's Online Catalog for books, DVDs and journals and magazines available locally.
- You must verify that the citation is complete and accurate.

## **What is a 'Complete Citation'?**

You must include for a periodical (journal or magazine) article:

- Author of article (full name)
- Title of article (complete title)
- Title of periodical (complete title - no abbreviations)
- Volume number of periodical
- Issue number (where applicable)
- Date of publication (include month, day & year if given)
- Page number(s) of article

For a complete book citation you must include:

- Author
- Title
- Publisher
- Date

For a complete DVD citation you must include:

- Title
- Publisher
- Date
- Lead actors, actresses

## **How to order?**

Interlibrary loan requests should be submitted at the Circulation Desk. Forms for ordering books, DVDs or photocopies of journal articles are available on the Circulation Desk. To avoid delays, be sure to complete the forms fully and accurately. Please print and do not abbreviate work. Fill out one form for each separate item you need.

## **How much does it cost?**

Interlibrary Loan (ILL) requests are free to students, faculty and staff of COTO. If the lending library should impose any fees or charges, those costs are passed to the individual that initiated the request.

Photocopies, books, and DVDs from lending libraries in Arkansas often are provided without charge. Out-of-state libraries may charge postage fees, a standard ILL fee, and/or the lending library's typical photocopying costs.

Please state the expense limit you are willing to bear when requesting items through the ILL service.

If your order cannot be filled for the amount you list on the form, you will be notified and given the option of increasing the amount or cancelling your order. You are responsible for all interlibrary loan charges, even if the material arrives after the date by which it is needed.

Any charges must be paid when your requested items are picked up.

### **How long does it take to receive materials?**

It can take as long as two weeks to receive materials; so plan ahead when conducting research so that you have time to receive and review requested materials.

### **Copyright**

To comply with the copyright law (PL 94-553), some restrictions have to be placed on photocopy requests through ILL. Each library may request only up to five copies per year from a periodical published within the last five years. If this limit is exceeded, users may have to pay a royalty fee of \$15 to \$20 per article in order to obtain a copy from a commercial source.

### **IMPORTANT!**

Requests for COTO materials or requests with incomplete citations **WILL NOT BE PROCESSED** but will be returned to the requestor for additional information.

**Please do not hesitate to ask for assistance from staff at the Circulation Desk!**