RECALL AND INTERLIBRARY LOAN REQUESTS

Some of the sources you must find will either be checked-out, located on other Indiana University campuses, or only available via WorldCat. In these instances you must either request a recall of the checked-out source, request delivery of the source via “Request Delivery” or submit an interlibrary loan request to get the source from the other Indiana University campus or WorldCat.

All interlibrary loans will be processed directly by the Executive Production Editor, Matthias Sayer. If you need to request an interlibrary loan, you must follow the procedures laid out below:

• You must first find out where the source is located. This requires a good faith attempt to locate the source.

• If the source is owned by one of the Indiana University libraries located on the Bloomington campus and is currently available, you may request the item using IUCAT by clicking on the 'Request Delivery' option (right hand portion of the screen.) Make sure that you have either logged on to IUCAT from the very beginning or login prior to selecting the Request Delivery option. (This feature is not available when using IUCAT as a guest.) Select 'Blmgtn - Law Library (B-LAW)' as the pickup library.
  o “Request Delivery” overview: http://www.libraries.iub.edu/index.php?pageId=2128
  o You can only request circulating items – so reference items will return an error message. Some short loan items, such as those on reserve, are also unavailable for “Request Delivery” – the vast majority of materials can, however, be requested via “Request Delivery.”

• If the source is unavailable for “Request Delivery,” you must go to that library to check out the book, or photocopy the necessary pages.

• If the source is owned by one of the Indiana University libraries located on the Bloomington campus but is currently checked-out, you must submit a recall request:
  o Go to http://www.libraries.iub.edu/index.php?pageId=53, which page provides tips regarding the recall process.
    ▪ From this page, follow the link: Submit a recall request for a book for your use
    ▪ From this page you will be able to submit your recall request.

• If the source is not owned by any of the Indiana University libraries located on the Bloomington campus but is owned by an Indiana University library on a different campus, you may request the item using IUCAT by clicking on the “Request Delivery” option. This is preferable to an interlibrary loan.
  o If the source is unavailable for “Request Delivery,” you must then submit an interlibrary loan.
  o Fill out the top portion of the IJGLS Interlibrary Loan Request form.
  o If you are requesting a book, fill out the portion of the IJGLS Interlibrary Loan Request form that corresponds with Interlibrary Loan Book Requests.
If you are requesting an article, fill out the portion of the IJGLS Interlibrary Loan Request form that corresponds with Interlibrary Loan Article Requests. Please make sure to circle “Indiana University Library.” E-mail the completed form to msayer@indiana.edu. You must fill out all of the information – incomplete forms will be returned. You must turn in all interlibrary loan request forms as soon as you find out that a recall must be processed.

If the source is not owned by any of the Indiana University libraries but you located it on WorldCat, you must also submit an interlibrary loan request:
- Fill out the top portion of the IJGLS Interlibrary Loan Request form.
- If you are requesting a book, fill out the portion of the IJGLS Interlibrary Loan Request form that corresponds with Interlibrary Loan Book Requests.
- If you are requesting an article, fill out the portion of the IJGLS Interlibrary Loan Request form that corresponds with Interlibrary Loan Article Requests.
- Please make sure to circle “Other Library.” E-mail the completed form to msayer@indiana.edu. You must fill out all of the information – incomplete forms will be returned. You must turn in all interlibrary loan request forms as soon as you find out that a recall must be processed.
- Once the source has come arrived, the Senior Production Manager will pick up the source and will notify all associates who have submitted a request. At that time the associates will have a specified number of days to finish cite-checking that source.
- Failure to follow these procedures may result in extra cite-checking or proofreading assignments.