

Interlibrary Loan – Making the World Your Library

Even though the UNI Rod Library has over a million books and ten thousand journals and magazines - there are many millions of items this library does not own.

However, you can request these items through a process called **interlibrary loan**.

Libraries all across the world are connected by a system that is very much like the [WorldCat](#) global library catalog. Libraries borrow and lend books and articles to other libraries at the request of library users. Though this system is not free (transportation and labor costs) - the library user rarely pays for this service (which is funded by tuition and by local, state, and national governments).

So if you are a member of the UNI community you can request that materials - not owned by the Rod Library - be borrowed from another library. If you are simply a community member of a county, town, or city you can request an interlibrary loan via your local public library.

Here's how:

1. The first time you need to use Interlibrary Loan you will need to register with the Rod Library (so we know who to contact and where to send online materials).
2. **To get to interlibrary loan manually** (to either register or to make a request) – head to the [Rod Library website](#).
3. Then click on the link to Interlibrary Loan.
4. Enter your username and passphrase.
(UNI e-mail login)
5. The first time you access interlibrary loan you will be asked to register. You will be asked for your name, address, phone number and e-mail address.
6. Otherwise you will have the choice to click on options like Journal Article, and Book.
7. Fill in the requested information (marked with red asterisks). Filling in additional information may help speed up the process.



8. **Articles** requested by **interlibrary loan** generally take **2-4 days to arrive**. They will be sent directly to your **e-mail** as a **PDF attachment**. They are yours to keep.
9. **Books** requested via **interlibrary loan** take roughly **2-3 weeks to arrive**. You will receive an e-mail when the book arrives notifying you that you can check out the book – generally for three weeks - at the **Circulation Desk** (checkout desk). If a loan needs to be renewed, you should ask for a renewal at least two days in advance of the item’s due date so the permission to renew may be obtained from the lender. Visit the Interlibrary Loan office (Room 241) or phone 273-2912 to request a renewal.

Example I

You are looking for articles in [Google Scholar](#).

Make sure that the Find it! @ UNI software is turned on.

Remember “Find it! @ UNI” appears automatically when you’re using Google Scholar on campus – but off campus you need to either access [Google Scholar](#) through the [Rod Library](#) website or change the Google Scholar “settings” and “Library Links” to “University of Northern Iowa.

Once you know Find it! @ UNI software is turned on ... start searching.

Now suppose you find the article:

Merson, R. M., & Rolnick, M. I. (1998). Speech-language pathology and dysphagia in multiple sclerosis. *Physical Medicine and Rehabilitation Clinics of North America*, 9(3), 631-641.

Unlike some of the articles displayed, there is no large “Find it! @ UNI” link next to this article so you click on the “More” option ... and then you click on the small “Find it! @ UNI” option.

Speech-language pathology and dysphagia in multiple sclerosis.

RM Merson, MI Rolnick - ... medicine and rehabilitation clinics of North ..., 1998 - europepmc.org

Dysarthria occurs in approximately 40% of all patients with MS. When speech and voice disturbances do occur, they usually present as a spastic-ataxic dysarthria with disorders of voice intensity, voice quality, articulation, and intonation. While language disturbances ...

Cited by 28 Related articles All 2 versions Cite Save More



Cited by 28 Related articles All 2 versions Cite Save Find it! @ UNI Cached Fewer

When you click on Find it! @ UNI you get two choices:

Search for print copy in OneSearch (Catalog) – which will automatically check to see if we own the journal.

If we do not - you should click on the second choice:

Borrow from other libraries - which will automatically generate a completed interlibrary loan request. (You may need to log in first with your CAT ID).

Full Text Article Level Links

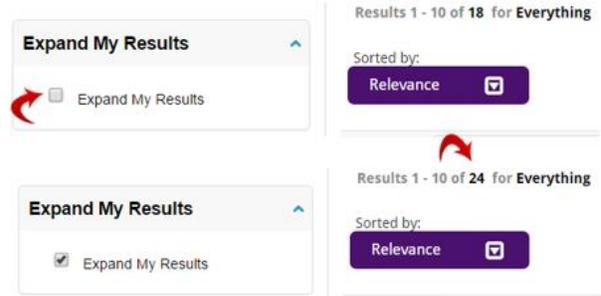
 Borrow from other libraries

Holding Information

 Search for print copy in Library Catalog (UNISTAR)

Example 2

You are using [OneSearch](#) and – after you get your results you click on **Expand My Results** - which expands your search to look for materials not owned by the Rod Library



You find the following article that you'd like to access:


Article

☆ **Cyberspace, simulation, artificial intelligence, affectionate machines and being human.**

Olivier, Bert ;

Communicatio: South African Journal for Communication Theory & Research, 2012, Vol.38 (3), p.261-279

 **No full-text**

[Find in Library](#) [About](#)

... but note the red icon that says **No full-text.**  **No full-text**

You might first toss the title – “Cyberspace, simulation, artificial intelligence, affectionate machines and being human” – into [Google](#) to see if there is a free (open access) copy available.

If this article is not available for free from [Google](#) (and the last time I checked there was not), return to [OneSearch](#) and ...

1. Go to the top of the [OneSearch](#) page and **Sign in**.
2. Then click on **Find in Library**.
3. Then click on **Request from ILLiad** (interlibrary loan).

The screenshot shows the OneSearch interface. At the top right, there is a 'Sign in' button with a power icon. A red arrow labeled '1' points to this button. Below the search results, the title 'Varieties of Zombiehood' is highlighted in yellow. The author 'Güzeldere, Güven ;' and the journal 'Journal of Consciousness Studies, 1995, Vol.2 (4), p.326-334' are listed. A red 'x' icon and the text 'No full-text' are displayed. Below this, there are two buttons: 'Find in Library' and 'About'. A red arrow labeled '2' points to the 'Find in Library' button. A dropdown menu is open below the 'Find in Library' button, showing the text 'Open source in a new window', 'Your search did not match any physical resource in the library', 'Use the link/s below in order to request the resource from other libraries', and a blue link 'Request from ILLiad'. A red arrow labeled '3' points to this link. At the bottom of the dropdown, it says 'Having problems? Please contact the staff'.

Example 3

You are reading a **bibliography or reference list** at the end of an article (to get more resources on the same topic).

You come across the following two items – **an article** and **a book** - and you would like to use both of them.

(BTW – how can you tell which of these two is a book and which is an article ... just by looking at the APA citations?).

Guzeldere, G. (1995). Varieties of zombiehood. *Journal of Consciousness Studies*, 2(4), 326-332.

Millington, I., & Funge, J. D. (2009). *Artificial intelligence for games*. Burlington, MA: Morgan Kaufmann/Elsevier.

Let's try to find the Guzeldere article first.

If you search for the title "Varieties of zombiehood" in [Google Scholar](#) you don't get a large Find it! @ UNI to the right of the record ... and in fact you don't even get a "More" command that would link to the small "Find it! @ UNI".

You can search for the title "Varieties of zombiehood" in [Google](#) to see if there is a free copy ... but there is not.

Now try searching for "Varieties of zombiehood" in [OneSearch](#).



Everything Books/Media Course Reserves Local Libraries

"varieties of zombiehood"

Advanced Search Browse Search Report Bugs / Issues

This then finds a record of “Varieties of zombiehood” and produces a link to **No full-text** message.

4. Go to the top of the page and **Sign in**.
5. Then click on **Find in Library**.
6. Then click on **Request from ILLiad** (interlibrary loan).

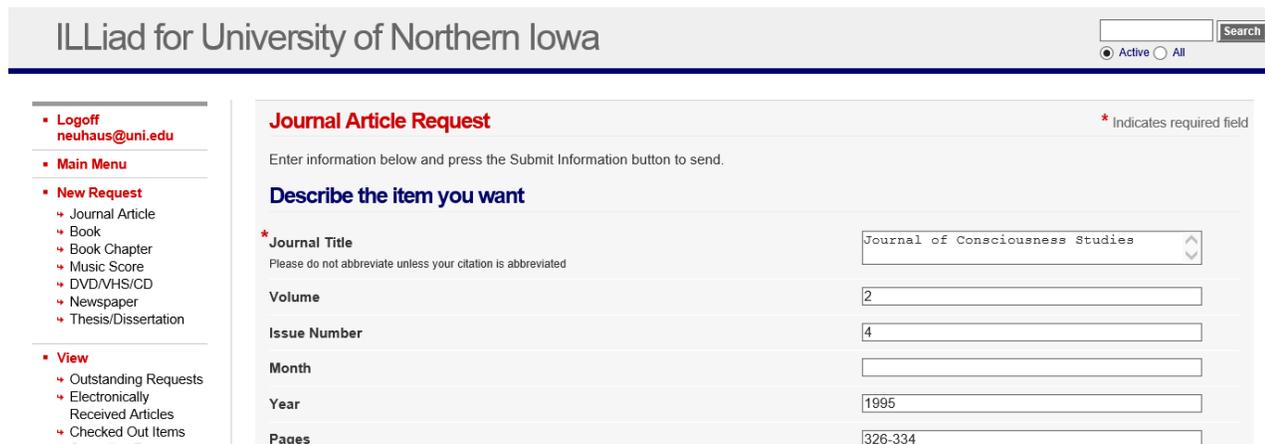
The screenshot shows a library search result for "Varieties of Zombiehood" by Güzeldere, Güven. The record is from the "Journal of Consciousness Studies, 1995, Vol.2 (4), p.326-334". A red arrow labeled "1" points to a "Sign in" button in the top right corner. Below the title, there is a "No full-text" message with a red 'x' icon. A red arrow labeled "2" points to the "Find in Library" button. Below this, a message states "Your search did not match any physical resource in the library" and "Use the link/s below in order to request the resource from other libraries". A red arrow labeled "3" points to the "Request from ILLiad" link. Other elements include an "About" button and a link to "Open source in a new window".

Clicking on **Request from ILLiad** will automatically generate an interlibrary loan request (though you may need to enter your CAT ID first).

Question: What if neither Google Scholar nor OneSearch produced a “Borrow from other libraries”?

Answer:

- You can always go to the Rod Library website.
- Click on “Interlibrary Loan”.
- Log in.
- Type in a request.



Now what about that book?

Millington, I., & Funge, J. D. (2009). *Artificial intelligence for games*. Burlington, MA: Morgan Kaufmann/Elsevier.

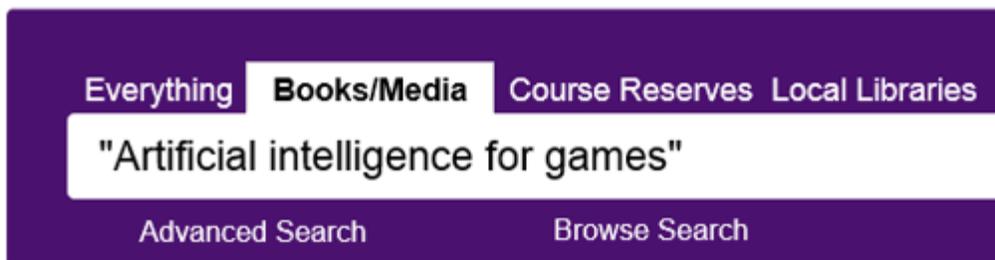
For books you should first try the **Books/Media** option of **OneSearch** (the Rod Library Catalog).



The Rod Library doesn't own this book.

OneSearch!

[Click to Report Bugs](#)



You still have some choices.



You can go to [Google Books Advanced Search](#) and see if the enough of the book is present online to be useful.

You can also request this via interlibrary loan.



By going directly to interlibrary loan on the [Rod Library website](#) (and typing in the information yourself).