



Interlibrary Loan Service at John Moritz Library

402-354-7248

- Interlibrary Loan (ILL) is the process John Moritz Library (JML) uses to obtain books and copies of journal articles not available in our own collection from other libraries.
- ILL service is available to current NMC faculty, staff, and students.
- JML does not impose a service charge for ILL service.
- Costs are involved only when the lending library charges a fee. JML staff work with many libraries that provide ILL services free of charge but some institutions charge as much as \$30 per article. Average fees from libraries that do charge range from \$11 to \$15 per item. It's up to you to specify *FREE* in your request or to set a cost limit per article within your budget.
- Most articles arrive within one week and can usually be sent to your NMC/Methodist Health System email account. Books are mailed to JML and usually arrive within one to two weeks although delivery sometimes takes as long as four weeks. Local clients must pick up and return books in the library. Distance students may choose to return books to either JML or to the lending library by the due date.
- Loan periods are set by the lending libraries, not by JML. Please return books on time. Failure to return items in a timely manner jeopardizes our borrowing agreements with other libraries.
- Lending libraries can either grant or deny renewal requests. If you would like to renew an item, request this privilege at least one week before the due date.
- Be advised that when you request more than one item through ILL, multiple libraries might fill your requests. It's entirely possible that three different libraries will fill requests for three different articles. This explains why articles often trickle in at different times and why some articles are free while others involve costs.
- Plan ahead (a.k.a. don't wait until the last minute). Factors that delay timely delivery of ILL requests include:
 - ✓ Incomplete or incorrect information in citations.
 - ✓ Incomplete information in your request. Include your name; phone number; email address; cost limit (per article); department name/department code if charging to an NMC department; notation of self-pay if student; and deadline (the date by which you must have the material in hand).

- ✓ Most ILL departments are closed evenings and weekends. Requests you submit to JML later afternoons or over the weekend will likely not even be seen by a potential lending library until the following Monday morning.
- ✓ Scarce resources. Items held by only a few U.S. libraries are difficult to acquire at best and frequently cannot be obtained quickly and/or for free. If the journal name includes such words as, "Australian, Azerbaijani, Chilean, Icelandic, Romanian, etc." (You get the picture), we might not be able to fulfill your request. A second category of scarce resources is older material, especially volumes 1 through 10 of journals.
- ✓ Unavailability of a book or a single journal issue in potential lending libraries. If the issue that contains the article you're seeking is lost, missing, or checked out at the first library to receive our request, then that library has to pass the request to the second library on the list, and so on.
- ✓ Foreign language materials. Be careful not to request items written in other languages if English is the only language you read. JML staff usually catches these glitches but you can avoid this misstep all together by limiting your database searches to "English only." Many more non-English resources are indexed in MEDLINE than in CINAHL.

➤ ILL Request forms are available:

1. On JML's Website: <http://www.methodistcollege.edu/student-life/resources/john-moritz-library/request-forms>
2. Inside Ebsco databases such as CINAHL, Cochrane and MEDLINE. Look for links to ILL forms that open in a new window. This is a great way to request ILLs because the bibliographic information is automatically copied into the request form. You have to fill in only your name and contact information; costs limit; and deadline.



3. At JML's circulation desk, 2nd floor of the Clark Center on the NMC campus

<http://www.methodistcollege.edu/library>