

Interlibrary Loan

Goals: Students will learn when it is appropriate to request materials via interlibrary loan and learn how to search for and obtain materials through existing interlibrary loan systems (PALCI and ILLiad).

Outcomes:

- Students will search the Dickinson College library resources in order to determine whether Dickinson owns a particular book and journal article.
- Students will search PALCI in order to locate and order a book not owned by Dickinson.
- Students will search WorldCat and use ILLiad in order to find and order a journal article not available at Dickinson.
- *Optional:* Students will write accurate citations for the interlibrary loan materials they receive in a style specified by the professor in order to begin creating a bibliography.

Materials: Instruction room in the library with computers and projector. The librarian should have several outstanding requests in his or her account PALCI and ILLIAD accounts for demonstration purposes.

Time Required: 45 minutes

Lesson:

20
min.

- Explain where they should look first before making an ILL request: Check the library catalog for books (show an example of a books on reserve that looks like it is checked out but isn't; journal locator for journals and specific issues), the Dickinson label in First Search databases (not always accurate and needs to be double-checked in the Journal Locator if the full-text is not available), and the Get It feature on databases.
- If students want specifically to look for books we do not own after exhausting our catalog, they should try WorldCat.
- Explain how ILL works (particularly the difference between PALCI and ILLiad).
- Remind students to leave enough time to obtain materials. Average turn-around time is 6 days for articles and 10 days for books.
- Demonstrate PALCI (for books): where it is located, how it works (including the different groups), where to pick up and how to monitor your account.
- Demonstrate ILLiad (for articles): using Get It the article linker, or the ILLiad page via Borrow from Other Libraries link.

20
min.

- **Action:** Students will create accounts in PALCI and ILLiad.
- **Action:** Students will look for a book not owned by Dickinson in PALCI and simulate requesting it. They will print out the confirmation screen which includes bibliographic information.

5
min

- **Action:** Students will request a journal article not available through Dickinson via ILLiad. Students will print out confirmation screen including citation information.
- **Discussion:** Librarian will talk about the assignment and solicit questions.

Interlibrary Loan Assignment

Librarian: _____

Due Date: _____

Professor: _____

Find one (1) book and one (1) article on your topic that Dickinson DOES NOT own.

Provide:

- A stylistically correct citation for each item presented in the style of your professor's preference.
- The name of the database or resource in which you found each item.
- Write two to three sentences describing how you concluded that Dickinson does not own the items you selected to borrow from other libraries.
- The name of the service you used to request each item through interlibrary loan.
- A printout of the confirmation pages for both requests.

Write down at least one thing about this lesson that was difficult, or that you did not understand; and one thing you learned that you did not know before.