



Interlibrary Loans and SUNLINK

Interlibrary Loans on SUNLINK are a quick and easy way to enhance your media collection and serve your students and staff! If you are a SUNLINK school, you have ILL access to over a million titles. Here's how. . .

☛ **Choice of Method: manual ILL or e-ILL**

SUNLINK's Interlibrary Loan (one SUNLINK library media specialist borrowing a book or AV item from another SUNLINK library media specialist) can be done by a manual method or via an email request. Email requests can be made only between library media specialists who have requested and received e-ILL accounts. They are identified in the SUNLINK database by the little yellow envelope by each of their holdings. If YOU would like to be an e-ILL school, read about the e-ILL application process at <http://sunlink.ucf.edu/e-ill/apply.html>.

☛ **Selecting a title to borrow**

Always try to borrow 'as close to home' as possible! Over 95% of all SUNLINK ILLs are within the same school district. This allows schools to send ILLs using their district courier system instead of paying for postage. If the needed item is not in your district, go to your region, then the entire state.

☛ **Sending a manual ILL request**

The fastest way to send a manual request is by fax, accompanied by a printout of the bibliographic record of the requested item. Look up the correct fax number by using the SUNLINK directory online (<http://www.sunlink.ucf.edu/publications/appendix.html>). Be SURE you have the correct name of the school! Many schools' names are similar (Wilson ES, Wilson Elem, Wilson Elementary) so verify the name of the school district if you are in doubt. Use the fax cover sheet included in your SUNLINK manual or downloaded from the web.

☛ **Receiving an ILL request**

Respond within one working day after receiving a request! Either send the requested item or notify the school that you are unable to send it. It is expected that you fill an ILL request if the item is available in your collection and you do not anticipate an immediate demand locally and there are no local or licensing restrictions.

☛ **Sending the ILL item**

Use the SUNLINK ILL book wrap to identify your school and correct address. Use your district courier if within the district. Otherwise, the loaning school pays to mail it out and the borrowing school pays to return it. Use the ILL book sleeves and 'Library Rate' mailing labels available from the SUNLINK eStore at <http://sunlink.ucf.edu/estore>.

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