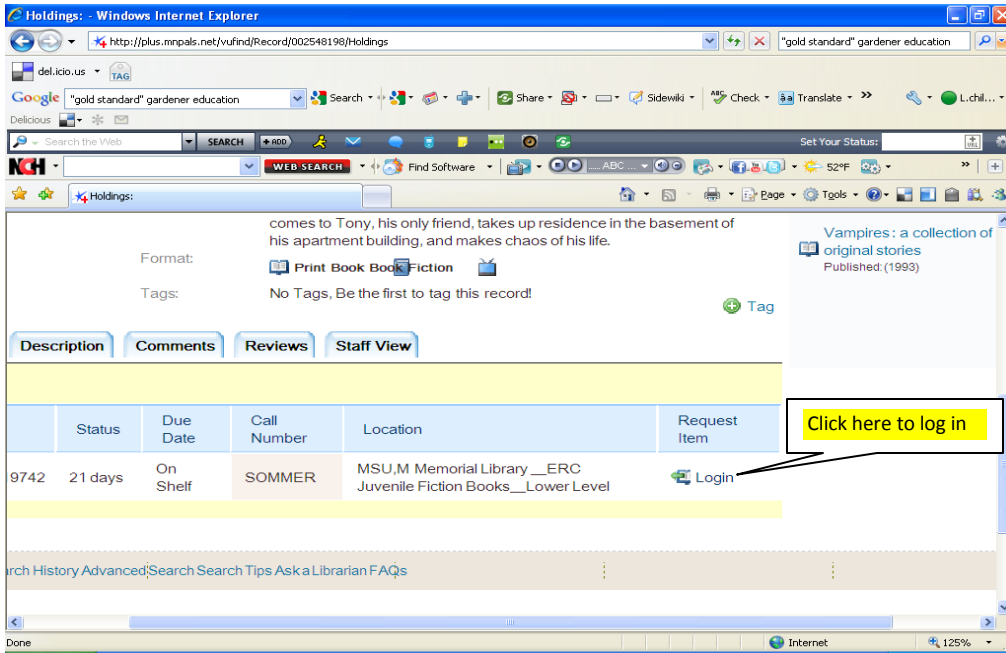
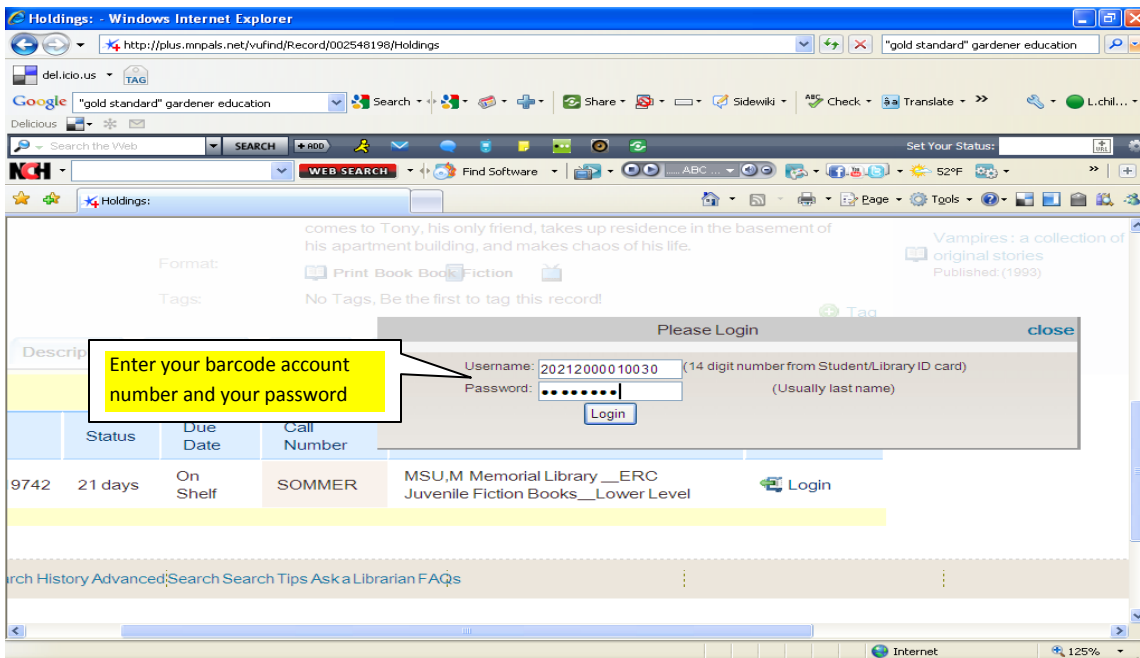


How to Request Library Resources via InterLibrary Loan (ILL) Using MnPALS Plus

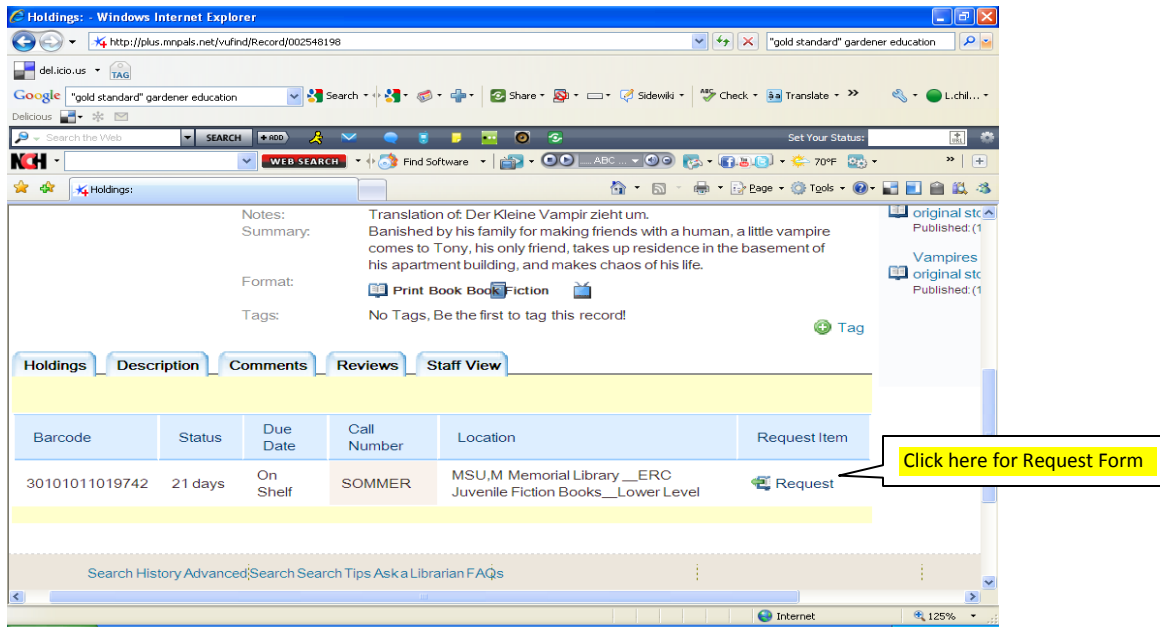
Did you find a book or DVD in the collection of another MnPALS Library? You can order that item using our InterLibrary Loan service! To request a book you have found in another library's [MnPals](#) catalog, simply click on the "login" link under the "Request Item" tab on the item record.



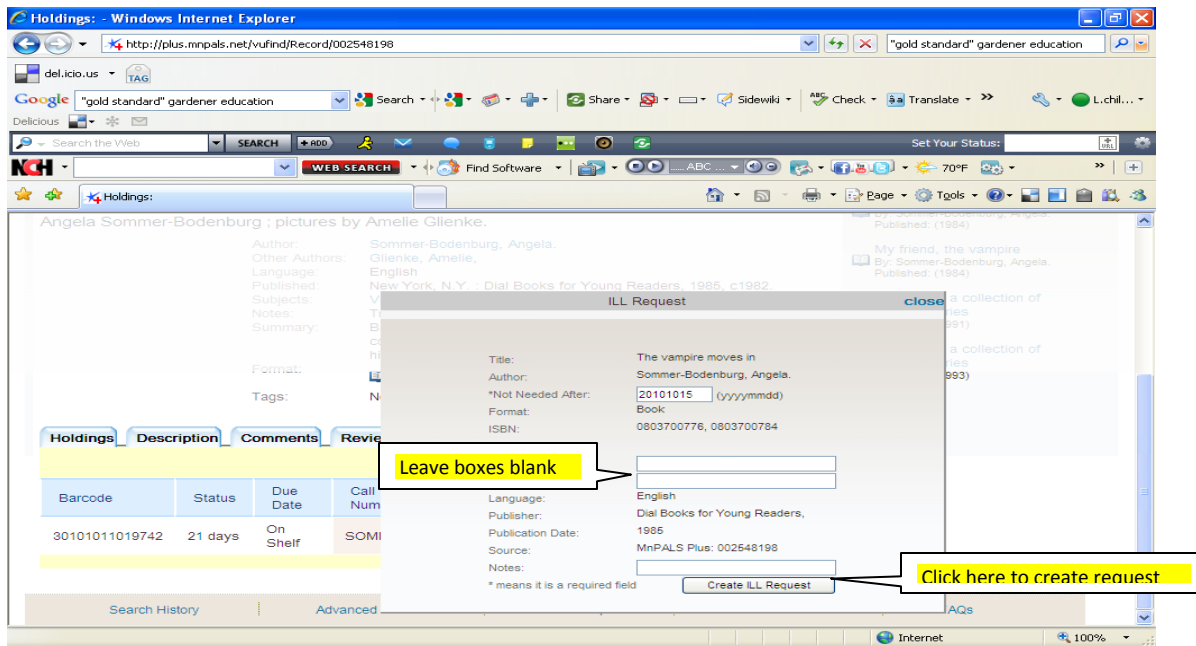
You will be asked to "Login" using your 14-digit Library Barcode and your Password.



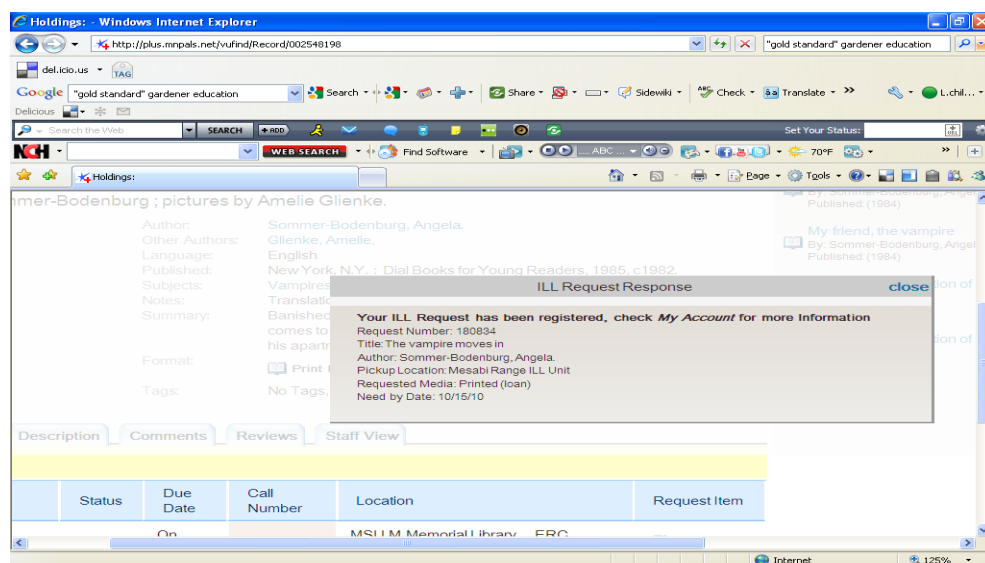
Once logged in, then again click on the "request" link ...



and simply click on the **Create ILL Request** tab to activate your request. Do not fill in any blank boxes!



You will see an **ILL Request Response screen** when you have successfully entered your ILL request.



Continue reading for more detailed information on our Interlibrary Loan Service, and how you can use the online ILL Request Form to request a book you can't find in MnPALS or to request a full-text magazine article that you can't find in any of our research databases.

ILL Borrowing Policies

Libraries participate in InterLibrary Loan services voluntarily. Each library determines which material it will and will not lend, and for how long. Some materials are not available through ILL and cannot be requested. These materials include:

- Reference Books in any Library's collection
- Materials available at the Mesabi Range College Library
- Materials that any Library declines to loan based on use or Circulation policies

Patrons are limited to 40 InterLibrary Loan requests per semester.

Costs or Fees for ILL Service

InterLibrary Loan is a free service for our patrons. You are not charged for processing, shipping or photocopies. However, if you order items and fail to pick them up within two weeks, you will be charged a \$5 service fee on your library account.

Borrowed materials are your responsibility. Should you lose or damage or fail to return any ILL materials, you will be charged full replacement cost, as well as processing and handling fees for each item. Please be responsible in your retrieval and return of the materials you borrow!

Canceling My Request

Because the costs for ILL service are borne by the MRC Library, we ask that you please cancel your request should you decide that you do not want the item shipped. You can cancel your request by logging in to your MnPALS account, going to the ILL tab, and clicking on the "Cancel" button for any item(s) you do not want shipped. Items shipped but not picked up by the patron are subject to the \$5 service fee.

How Will I Know When My Books And Articles Are Here?

When your requested materials arrive, you are notified by mail or email. Items are kept at the Circulation Desk in the Library. You have one week to pick up your materials before they are returned to the loaning library. Articles delivered electronically are scanned, and you will be sent an email with a URL where you can retrieve them via your computer.

How Long Does It Take For My Request To Arrive?

Articles: Articles available from the University of Minnesota and sent electronically are generally available within 2 to 3 days. Articles that are photocopied pages will arrive in 3 to 5 days.

Books: Turnaround time varies greatly depending on the type of material and the location of the lender. Books can be here as quickly as 2 days, others may take a week.

Requests are processed within 24 hours Monday through Friday, with the exception of obscure, unusual or hard-to-locate material. All requests are treated as priority. Materials are always requested from local MnPALS libraries, if possible, for faster service.

Please note that the "Need By Date" on your request does not indicate when your materials will be shipped, it simply tells you how long your request will stay active in the ILL system.

How Long Can I Keep My ILL Materials?

Each lending library determines how long they will allow an item to be on loan. Generally, libraries are very generous and allow 3-4 weeks on any item. However, there are no renewals allowed on ILL books – they must be returned by the "due date" shown on the paperwork included with each item. The MRC Library cannot extend that due date! All returnable items need to come back to the MRC Library Circulation Desk, where we will process them and return them to the lending library.

Magazine and journal articles are sent as photocopies and do not need to be returned – they are yours to keep.

Copyright Restrictions

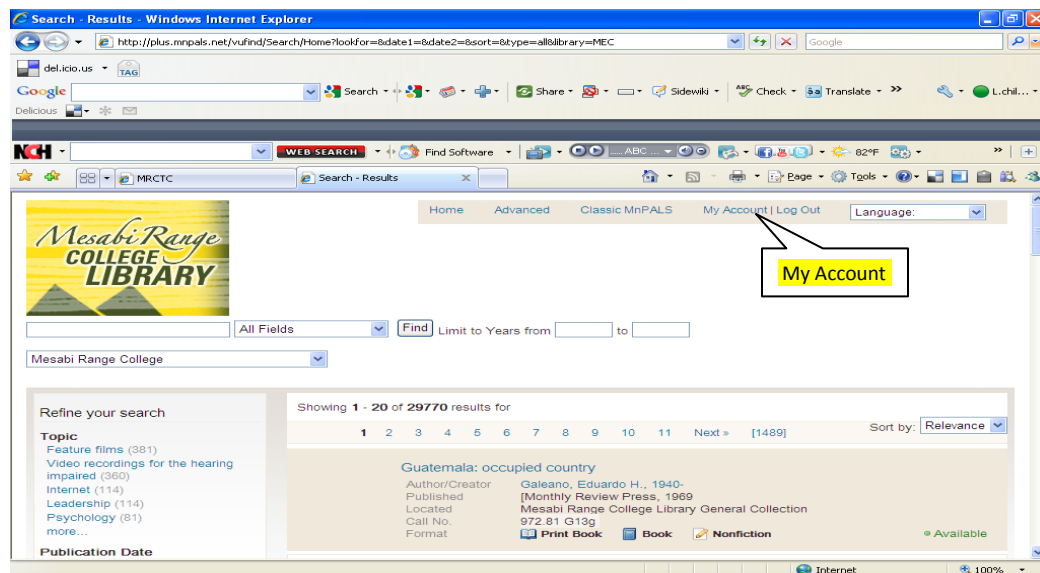
Photocopies of magazine and journal articles are available, subject to copyright laws. Copyright restricts Mesabi Range College Library to requesting, in one calendar year, no more than one article from the same issue of any periodical published in the last five years.

Online Forms for ILL Requests for Resources Not Found in MnPALS or in our Databases

Looking for resources not found in MnPALS? Can't find the full text printout for a magazine article in our research databases? You can fill out a simple InterLibrary Loan Request form to order these items from another library!

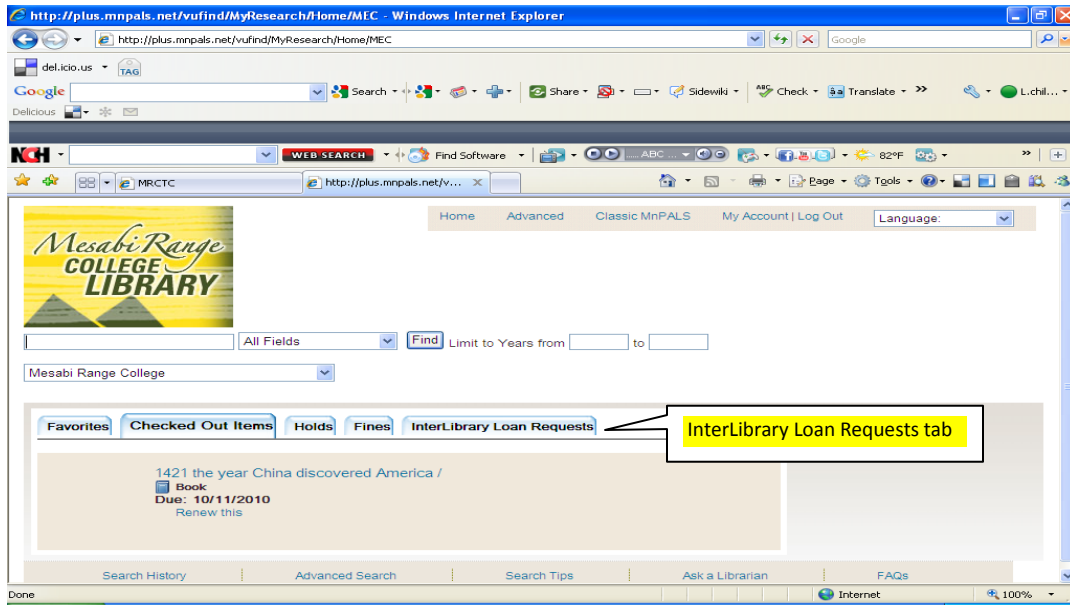
Simply go to the Library Web page at www.mesabirange.edu/academics/library and click on the MnPALS Plus logo.

On the MnPALS Plus page, click on the link for "My Account".

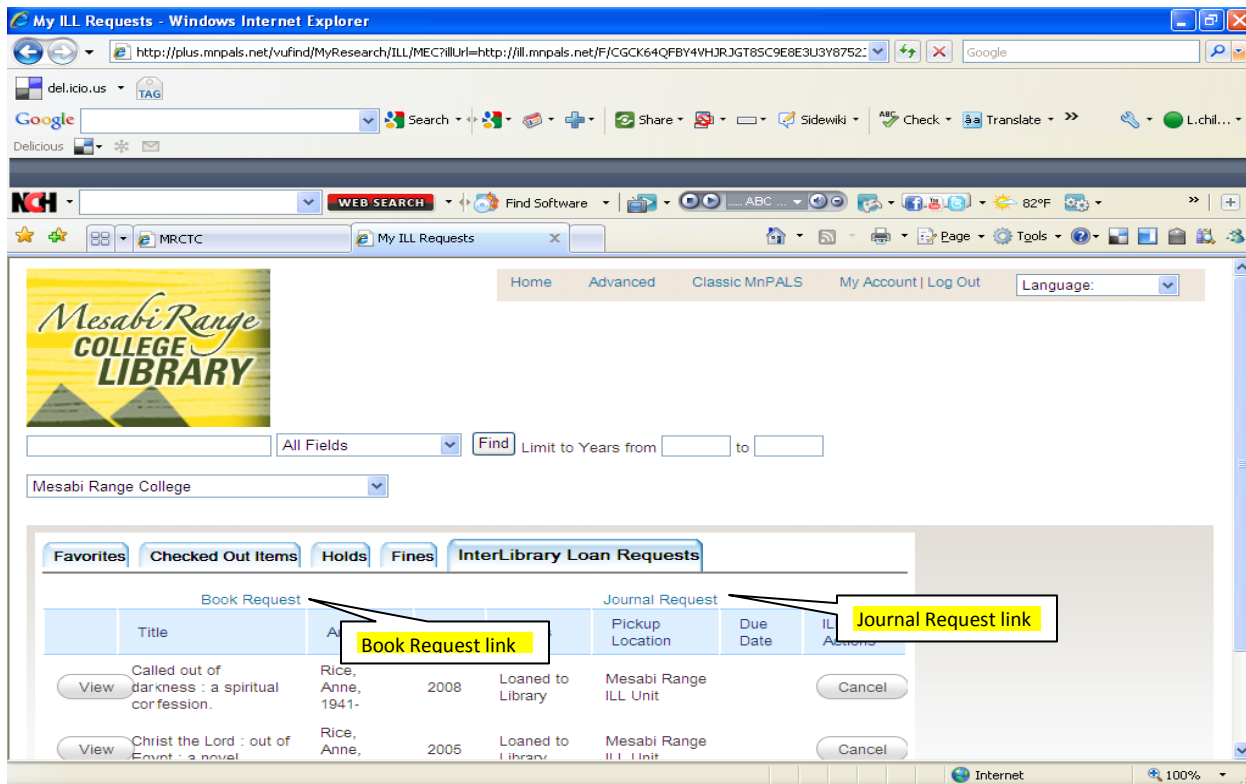


The screenshot shows a web browser window displaying the Mesabi Range College Library website. The page features a search bar with the text "Mesabi Range College" entered. Below the search bar, there are navigation links: "Home", "Advanced", "Classic MnPALS", "My Account", and "Log Out". A yellow callout box highlights the "My Account" link. The search results section shows "Showing 1 - 20 of 29770 results for" and lists a result for "Guatemala: occupied country" by Galeano, Eduardo H., 1940- (Monthly Review Press, 1969). The result includes details such as "Located Mesabi Range College Library General Collection" and "Call No. 972.81 G13g". There are also options for "Print Book" and "Book" (Nonfiction).

Once you log in to your account with your 14-digit Barcode and your Password (your last name), look for the tab that says InterLibrary Loan Requests.



The next screen will show any ILL requests you have in process, and there will be two links at the top of the window, one for "Book Request" and one for "Journal Request".



Choose the correct form for the type of material - book or journal article - you are requesting, and fill in all the required blanks. The more information you can provide the better! It will help us to locate exactly what you are looking for – this is especially important when you are requesting magazine or journal articles. Only a photocopy of the article will be sent, not the magazine itself, so fill out the form with as much information as possible.

Magazine/Journal article request form looks like this:

The screenshot shows a web browser window titled "My ILL Requests" displaying the Mesabi Range College Library website. The main content is an "ILL Request" form. A yellow callout box on the left says "Fill out Magazine Request form with as much information as possible". A yellow callout box on the right points to a button labeled "Create ILL Request".

The form includes the following fields:

- *Journal Title: [text input]
- *Article Title: [text input]
- Date of Issue: *yr [text input] mo [text input] d [text input] / *YYYY [text input] mm [text input] dd [text input]
- Pages: [text input]
- *Not Needed After: 20101014 (yyyymmdd)
- Format: Serial
- ISSN: [text input]
- Edition: [text input]
- Pages: [text input]
- Source: [text input]
- Notes: [text input]

* means it is a required field

Buttons: "Create ILL Request" and "Cancel"

After you complete the form, click on "Create ILL Request".

Book Request form looks like this:

The screenshot shows a web browser window titled "My ILL Requests" displaying the Mesabi Range College Library website. The main content is an "ILL Request" form. A yellow callout box on the left says "Fill out Book Request form with as much information as possible". A yellow callout box on the right points to a button labeled "Create ILL Request".

The form includes the following fields:

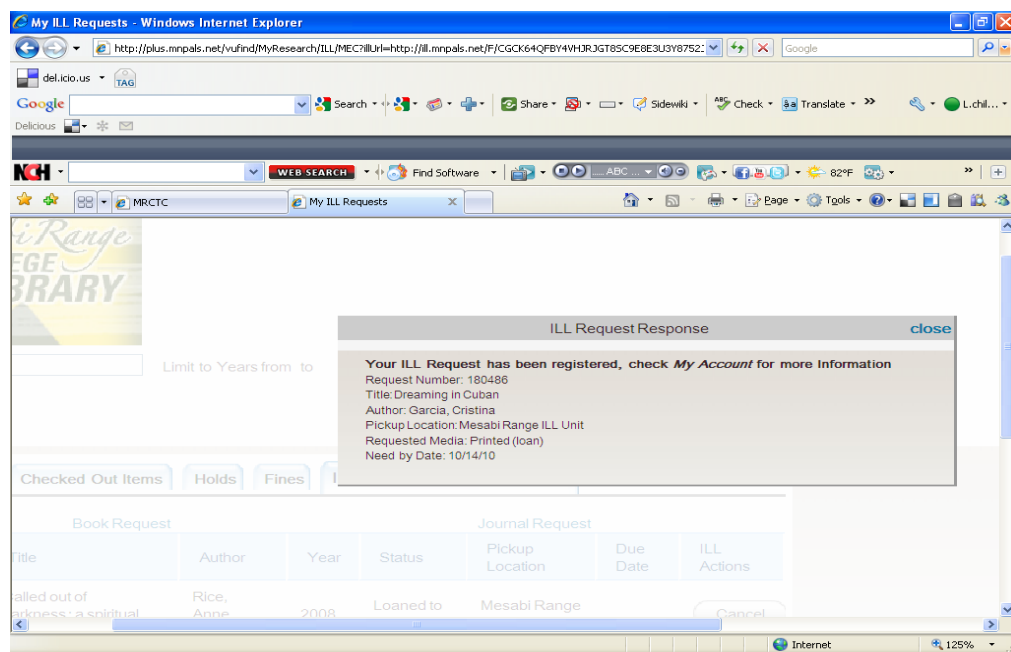
- Title: [text input]
- Author: [text input]
- *Not Needed After: 20101014 (yyyymmdd)
- Format: Book
- ISBN: [text input]
- Series: [text input]
- Publisher: [text input]
- Publication Date: [text input]
- Chapter Info: [text input]
- Source: [text input]
- Notes: [text input]

* means it is a required field

Buttons: "Create ILL Request" and "Cancel"

After you complete the form, click on "Create ILL Request".

The next screen you see will be a confirmation that says your request is being processed.



Your requested materials will be delivered to the Mesabi Range College Library. You will be notified by email or mail, and you will have two weeks to pick up your books or article printouts.

Please refer to the Interlibrary Loan policies listed above, as these apply to ANY materials supplied through ILL, regardless of how the order is placed.

Questions?? Need help with finding or requesting materials??

Call 218-749-7778 or email me at L.Chilcote@mr.mnscu.edu

Laurie Chilcote, Librarian