

# Inter Library Loan

(User Reference Manual)



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## **Introduction**

The CSIR VIRTUAL UNION CATALOGUE has Inter Library loan feature available in it. It has been developed under the CSIR KNOWGATE project. It is currently available for use. The employees of CSIR institutions can avail books and documents using ILL feature of CSIR Virtual Union Catalogue.

For availing books, please register as Patrons. It's a onetime registration. After successful registration Patrons will be able to request books and other documents from their Knowledge Resource Centre (KRC) and other CSIR KRCs.

The ILL request from patrons will be generated as an email. This email will be forwarded to their librarian. The librarian will check whether the requested document is available in their own KRC or in some other CSIR KRC. If the requested document is available in their own KRC, the librarian will provide the scanned copy of the requested document to the patron. If the document is available in other CSIR KRC the librarian will forward the patron's request to the other CSIR KRC where the book is available in a hard copy format. This communication will be between the librarians. On receiving the document from the other library, the librarian will provide it to the patron.

To avail books and other documents using Inter Library Loan feature please follow the following steps:

The Inter Library Loan feature of CSIR Virtual Union Catalogue has two interfaces, Patrons' interface and Librarians' interface.

<http://csirvuc.niscair.res.in/>

## Patron's Interface

The interface for Patrons is associated with the task of making an ILL request for a book or a document.

1. After selecting a book , click on the hyperlink : INTER LIBRARY LOAN FOR CSIR LABORATORY STAFF

The screenshot shows the CSIR Knowledge Gateway Virtual Union Catalogue search results page. The browser address bar shows the URL: [csirvuc.niscair.res.in/index.php/misearch/results](http://csirvuc.niscair.res.in/index.php/misearch/results). The page features a navigation bar with links: HOME, ABOUT, LOG IN, BROWSE, SEARCH, HELP, LIBRARIAN, ILL-ACCOUNT. Below the navigation bar, there is a search results section titled "Search Results". The search results list several books, including "Advanced Computer Graphics: Proceedings of Computer Graphics Tokyo 96" by Kuni, T.L., "Computer Graphics and Molecular Modelling" by Fletcher, Robert; Zoller, Mark, "Fundamentals of computers" by Rajaraman, V., "Introduction to Computer Graphics" by Foley, James D., "Methodology in computer graphics : proc." by IFIP Workshop on Methodology in Computer Graphics, and "Computer graphics : techniques and applications : proc.". Each entry includes a link to "INTER LIBRARY LOAN FOR CSIR LABORATORY STAFF".

2. Here you will see all the details of the book. By clicking on the hyperlink INTER LIBRARY LOAN (ILL) FOR CSIR LABORATORY STAFF at the bottom an ILL request can be made.

The screenshot shows the CSIR Knowledge Gateway Virtual Union Catalogue record details page. The browser address bar shows the URL: [csirvuc.niscair.res.in/index.php/record/view/1771710](http://csirvuc.niscair.res.in/index.php/record/view/1771710). The page features a navigation bar with links: HOME, ABOUT, LOG IN, BROWSE, SEARCH, HELP, LIBRARIAN, ILL-ACCOUNT. Below the navigation bar, there is a record details section titled "Record Details". The record details section shows the title "Advanced Computer Graphics: Proceedings of Computer Graphics Tokyo 96" and the publisher "CSIR - Madras Complex(CMC)". Below the title, there is a table with the following data:

FIELD	VALUE
Title	Advanced Computer Graphics: Proceedings of Computer Graphics Tokyo 96
Creator	Kuni, T.L. Advanced Computer Graphics: Proceedings of Computer Graphics Tokyo 96
Type	text
Publisher	Springer-Verlag
Date	1984
Language	eng
Description	NBD
Subject	COMPUTER SCIENCE
Identifier	<a href="http://opac.csircmc.res.in:80/cgi-bin/koha/opac-detail.pl?biblionumber=6600">http://opac.csircmc.res.in:80/cgi-bin/koha/opac-detail.pl?biblionumber=6600</a>

At the bottom of the record details section, there is a link to "INTER LIBRARY LOAN (ILL) FOR CSIR LABORATORY STAFF".

3. If you are a first time user please register as a Patron.

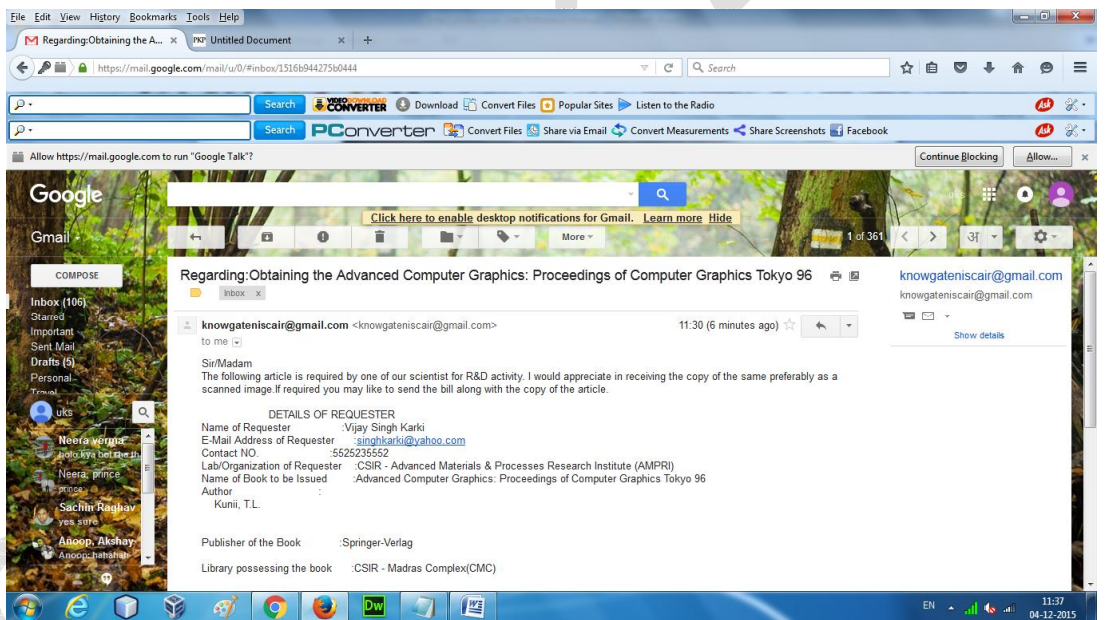
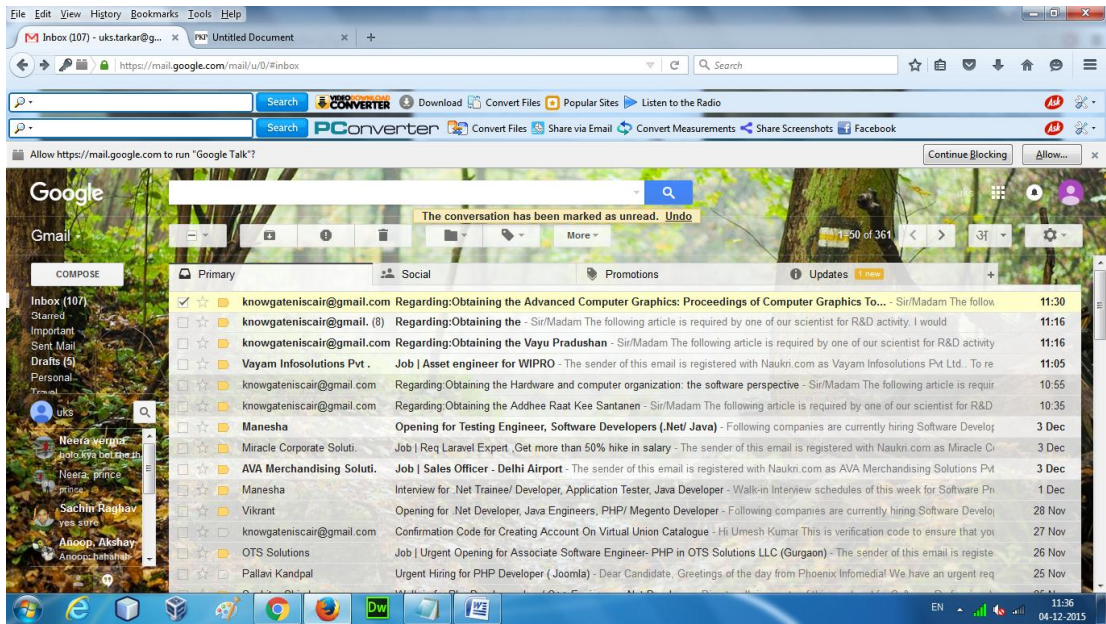
The screenshot shows a web browser window with the URL `csirvuc.niscair.res.in/login/tab.php`. The page features a header with the text "Virtual Union Catalogue". Below the header, there are two tabs: "LOGIN" and "REGISTER". The "REGISTER" tab is active, displaying a registration form. The form includes a dropdown menu for "Choose Your Category" with options "Librarian" and "Patron". Below this, there are input fields for "example@domain.com", "username", "Password", "Repassword", "dd-mm-yyyy", "Male/Female", and "phone number".

4. After the registration is complete, patron will log in with the account, just created. Once patron is logged in, he will see all the details of the book he wishes to obtain.

The screenshot shows a web browser window with the URL `csirvuc.niscair.res.in/patron/dummy.php`. The page displays the "ILL Request Form for Book". The form includes fields for "Lab Name", "Librarian Email", "Article/Chapter/Journal", "Page Details", "Volume & Issue No", "Subject", and "Body". The "Body" field contains a message: "The following article is required by one of our scientist for R&D activity. I would appreciate in receiving the copy of the same preferably as a scanned image. If required you may like to send the bill along with the copy of the article." Below the "Body" field, there is a "DETAILS OF REQUESTER" section with fields for "Name of Requester", "E-Mail Address of Requester", "Contact NO.", "Lab/Organization of Requester", "Name of Book to be Issued", "Author", and "Publisher of the Book". A "Send" button is located at the bottom of the form.

5. As a notification, an email will be forwarded to the librarian's email account.





## Librarian's Interface

The way Inter Library Loan works is, as a communication between the librarian of the CSIR KRC with the librarian of the CSIR KRC where the resource is available.

Patrons will communicate with their librarians and in turn their librarian will contact the KRC where the book is available.

The ILL request for the document, requested by the patron will be forwarded as an email to the Patron's librarian.

The Patron's librarian will forward the request to the librarian of the KRC where the document is available in a hard copy format.

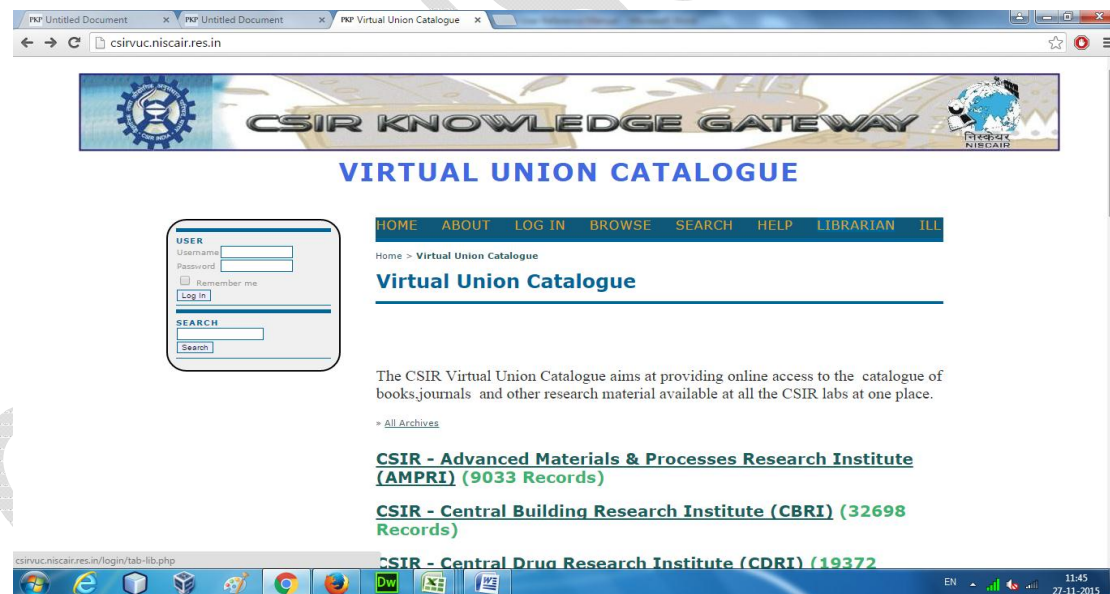
The librarian of the library owning the document will send the document to the librarian who requested the document.

The librarians of CSIR KRC will sign in, into the ILL feature, with the account given to them.

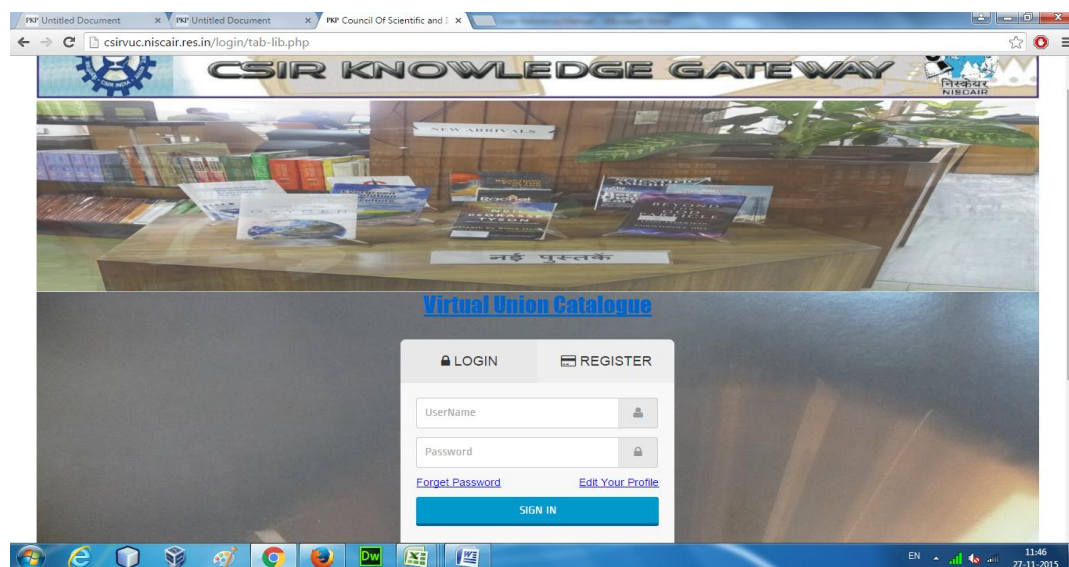
The librarians can see the ILL requests in the NOTIFICATIONS tab in a chronological order.

To check the ILL requests, Librarians have to click on the LIBRARIAN tab and subsequently log in using the librarian's log in details.

### 1. Click on the Librarian tab :



## 2. Log in using Librarian's log in details :



Once logged in, the librarian will see the screen provided below with different tabs, which are illustrated as follows:





The different tabs present here are as follows:

1. Pending Request
2. Circulating Request
3. Request/Response
4. Notification

Librarians will receive ILL requests from either their own patrons or from librarians of other libraries.

(1) Pending Request : It has a drop-down list with two options :

- (a) Request from my patrons: Here you will see the ILL requests; the patrons from your own library have sent you.
- (b) Request from other Libraries: Here you will see the ILL requests coming from the librarians of other libraries.

✓	S. NO.	Request ID	Title	Publisher	Library Possessing Book	Requesting Date	Patron
<input type="radio"/>	1	190	Pustakalya Evam Suchna Vigyan Kosh	Vidhya Vihar	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07 2015 10:13:33	<a href="#">bailu</a>
<input type="radio"/>	2	188	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:59:51	<a href="#">bailu</a>
<input type="radio"/>	3	187	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:59:43	<a href="#">bailu</a>
<input type="radio"/>	4	181	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:30:50	<a href="#">bailu</a>
<input type="radio"/>	5	180	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:24:42	<a href="#">bailu</a>
<input type="radio"/>	6	179	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:06:26	<a href="#">bailu</a>
<input type="radio"/>	7	177	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 15:37:23	<a href="#">bailu</a>
<input type="radio"/>	8	176	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 14:53:57	<a href="#">bailu</a>

The librarian will click on the option '*Request from my patrons*' and will see the ILL request from his patrons.

To forward the request to the destination library the librarian has to simply check the radio button for the book and select '*Forward to Lab*' option from the list at the top right .



The screenshot shows the NISCAIR Librarian/patron\_request.php interface. At the top, there is a header with navigation links: Pending Request, Circulating Request, Request Response, Notification, and Edit your Profile. Below the header is a table with the following columns: S. NO., Request ID, Title, Publisher, Library Possessing Book, Requesting Date, and Action. The table contains four rows of data.

S. NO.	Request ID	Title	Publisher	Library Possessing Book	Requesting Date	Action
1	205	Wear		CSIR - National Aerospace Laboratories(NAL)	Dec 07,2015 15:11:21	<a href="#">View</a> <a href="#">Suggest</a> <a href="#">Cancel</a>
2	204	Jal Pradushan	Gyan Ganga	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 13:40:58	<a href="#">View</a> <a href="#">Suggest</a> <a href="#">Cancel</a>
3	202	Jal Pradushan	Gyan Ganga	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 13:02:59	<a href="#">View</a> <a href="#">Suggest</a> <a href="#">Cancel</a>
4	201	Pralaya ( Krishna Ki Atmakatha Vol. VIII )	Prabhat Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 12:27:38	<a href="#">View</a> <a href="#">Suggest</a> <a href="#">Cancel</a>

Below the table, there is a 'Contact Us' section with the name 'Mr. Sanjay Dandia' and a 'Log Out' button.

And the ILL request will be automatically forwarded to the destination library.

The screenshot shows the NISCAIR Librarian/patron\_request.php interface with a confirmation message displayed in a black box. The message reads: 'Please Wait till Your ILL Request for Book is being Forwarded' and 'Your ILL Request For Book Has Been Sent'. Below the message, there is a table with the following columns: S. NO., Request ID, Title, Publisher, Library Possessing Book, Requesting Date, and Action. The table contains two rows of data.

S. NO.	Request ID	Title	Publisher	Library Possessing Book	Requesting Date	Action
1	122	Adithi Ravi Kesi Sankaran	Vani Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Oct 12,2015 17:12:51	<a href="#">View</a> <a href="#">Suggest</a> <a href="#">Cancel</a>
2	121	Adithi Ravi Kesi Sankaran	Vani Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Oct 12,2015 17:01:56	<a href="#">View</a> <a href="#">Suggest</a> <a href="#">Cancel</a>

The librarian can also see all the details of the book. On hovering the mouse pointer over the title of the book, it will change into hourglass and when you click it , it will give the additional details of the book.

csirvuc.niscair.res.in/Librarian/patron\_request.php#

Pending Request    Circulating Request    Request Response    Notification    Edit your Profile    Welcome    Logout    Log Out

S. NO.	Request ID	Title	Publisher	Library Possessing Book	Requesting Date	Patron
1	211	Turbomachinery digest		CSIR - National Aerospace Laboratories (NAL)	Dec 08,2015 12:30:51	Vijay Singh Karki
2	210	Local computer networks - proc.	Tamil Nadu Chemists and Druggists Association	CSIR - National Science Library (NSL-NISCAIR)	Dec 07,2015 16:13:44	Vijay Singh Karki
3	209	365 Chutkale	Prabhat Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 16:12:45	Karki
4	206	Jai Pradushan	Gyan Ganga	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 15:58:48	Karki
5	203	Jai Pradushan	Gyan Ganga	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 13:02:59	Karki
6	200	Addhee Rat Kee Santanon	Vani Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 12:24:00	Karki
7	199	Pustakalya Evans Suchan Vigyan Koshi	Vidhya Vihar	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 12:22:24	Karki

**Contact Us**

Mr. Mihir Pandey  
Principal Scientist and  
Mr. Chatur Varma  
Principal Scientist and

csirvuc.niscair.res.in/Librarian/patron\_request.php#

**Record's Additional Information** Close

Title	Turbomachinery digest
Publisher	
Article/Chapter/Journal	
Page Details	
Volume & Issue No.	

5 209 365 Chutkale Prabhat Prakashan CSIR - Advanced Materials & Processes Research Institute (AMPRI) Dec 07,2015 16:12:45 Karki

Likewise, the librarian can also see the details of the patron.

csirvuc.niscair.res.in/Librarian/patron\_request.php#

**Patron Information** Close

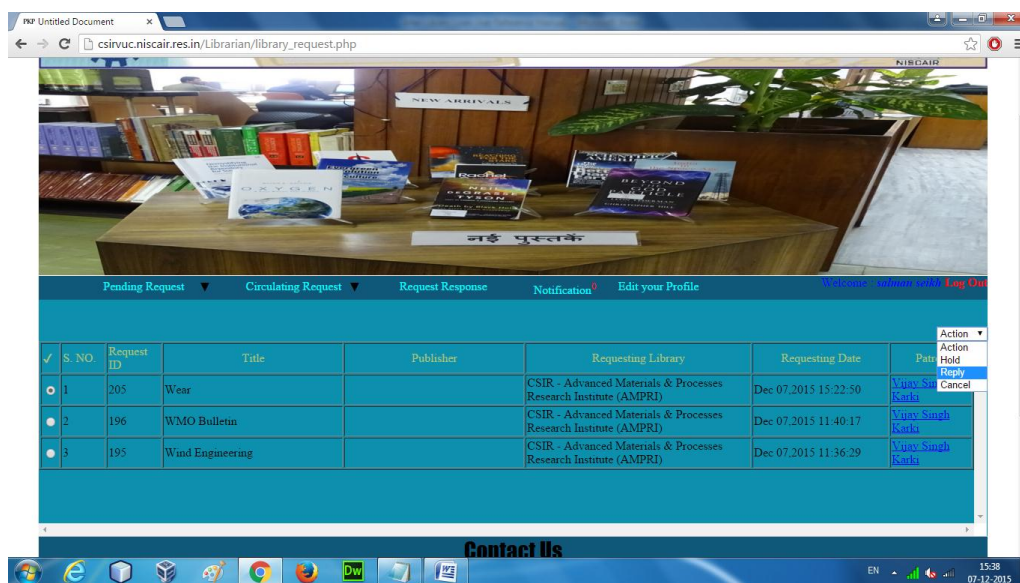
VUCID:	25
Name:	Vijay Singh Karki
Email:	singhkarki@yahoo.com
Contact No.:	5525235552
Date Of Birth:	2015-10-02
Gender:	Male
Home Library:	CSIR - Advanced Materials & Processes Research Institute (AMPRI)

5 209 365 Chutkale Prabhat Prakashan CSIR - Advanced Materials & Processes Research Institute (AMPRI) Dec 07,2015 16:12:45 Karki

By clicking on the option '*Request from other Libraries*' of the tab '*Pending Request*' the librarians will be able to see the ILL requests made to their KRC from other CSIR KRCs.

Here the Library owning the document is providing the scanned document to the librarian who has requested it on the behalf of their patron.

The librarian will check the radio button for the document that has been requested and select the option '*reply*' from the Action list at the top right side.



Next, he will click on the '*Choose File*' button and attach the document and then he will press the send button.

The book will not show in the Pending Request tab, after it is delivered to the requesting KRC.

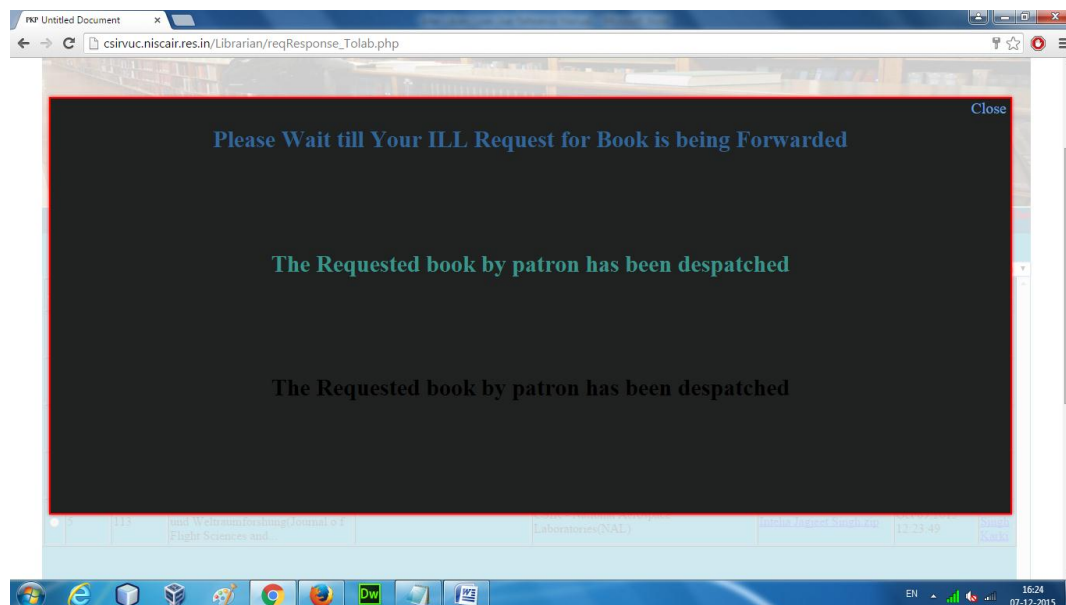


- (2) Request Response: Once the document is received by the home librarian he will click on the Request Response tab, check the radio button for the book and select the option 'Forward to Patron' from the action list at the top right.



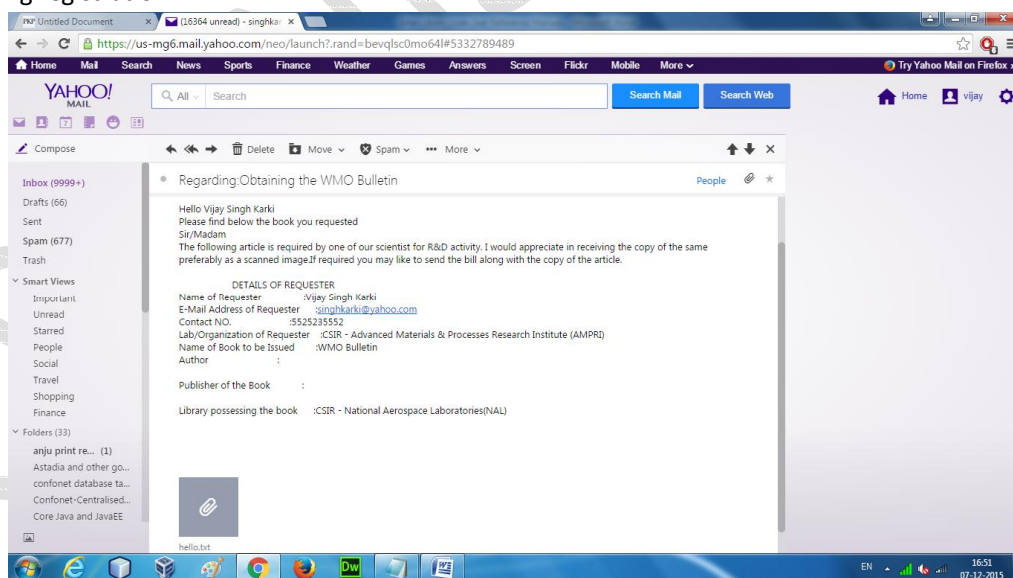
This will dispatch the book to the Patron and complete the Inter Library Loan request.





The librarian can also download these documents and keep them so that if an ILL request for the same document is received in future, the document can be provided from the local file system.

The patron will get the document as a scanned image in the email account he provided during registration.



(3) Circulating Request: It has a drop-down list with two options:

- (a) To my patrons
- (b) To other Libraries

Circulating Request: The librarian can track the ILL requests here.