## **Inter Library Loan** (User Reference Manual) नस्कय NISCAIR **CSIR KNOWGATE Team**

CSIR-NISCAIR, New Delhi

## **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/

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## 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



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.

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



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.

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Librarian Email	uks.tarkar@gmail.com		
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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.

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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 .

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



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.

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

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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.

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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.

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(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.

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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.

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- (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.