

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: <https://csirvuc.niscair.res.in/index.php/misearch/results>. The page features a navigation menu with links: HOME, ABOUT, LOG IN, BROWSE, SEARCH, HELP, LIBRARIAN, ILL-ACCOUNT. The search results are displayed under the heading "Search Results". The first result is "Advanced Computer Graphics: Proceedings of Computer Graphics Tokyo 96" by Kuni, T.L., with a link to "INTER LIBRARY LOAN FOR CSIR LABORATORY STAFF". Other results include "Computer Graphics and Molecular Modelling", "Fundamentals of computers", "Introduction to Computer Graphics", and "Methodology in computer graphics : proc.". The Windows taskbar at the bottom shows the date as 09-12-2015 and time as 15:37.

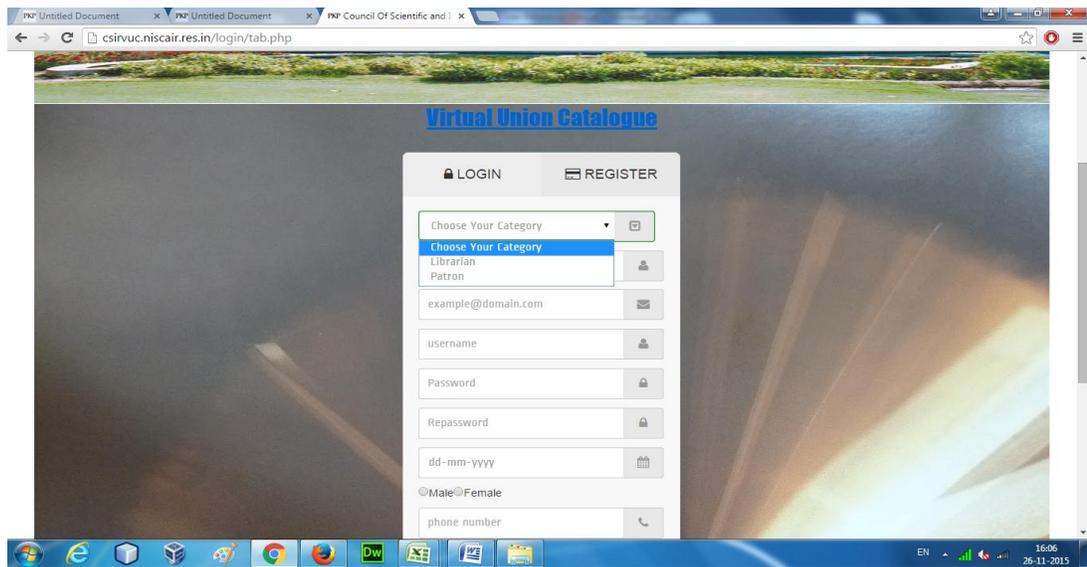
2. Here you will see all the details of the book. By clicking on the hyperlink INTER LIBRARY LOAN (ILL) FOR CSIR LABORATORY STAFF at the bottom an ILL request can be made.

The screenshot shows the CSIR Knowledge Gateway Virtual Union Catalogue record details page. The browser address bar shows the URL: <https://csirvuc.niscair.res.in/index.php/record/view/1771710>. The page features a navigation menu with links: HOME, ABOUT, LOG IN, BROWSE, SEARCH, HELP, LIBRARIAN, ILL-ACCOUNT. The record details are displayed under the heading "Record Details". The title is "Advanced Computer Graphics: Proceedings of Computer Graphics Tokyo 96" by CSIR - Madras Complex(CMC). The record details table is as follows:

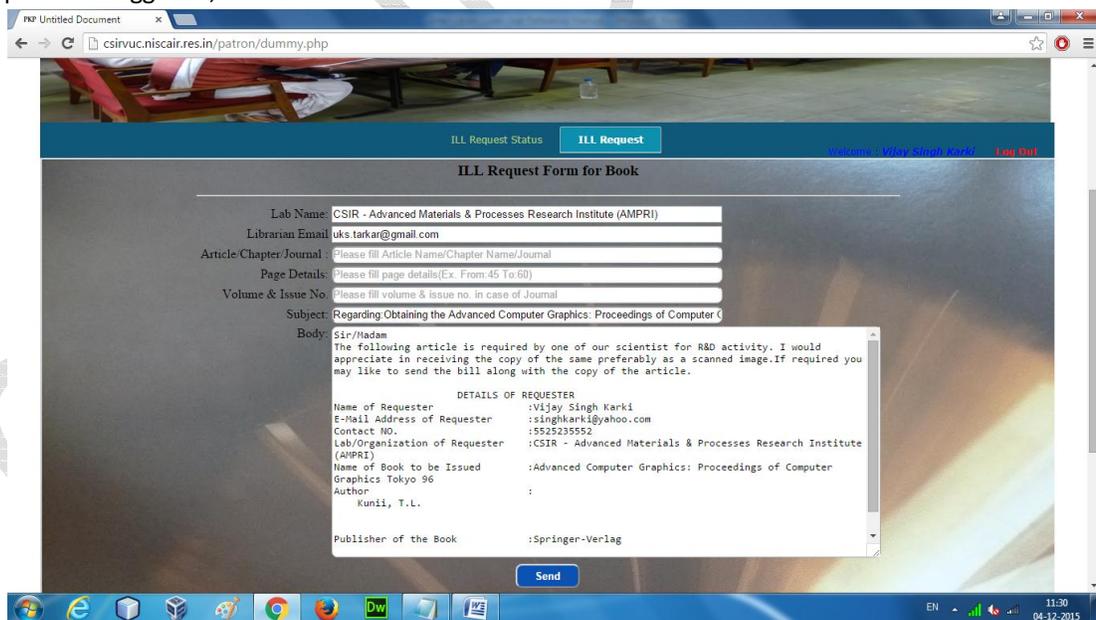
FIELD	VALUE
Title	Advanced Computer Graphics: Proceedings of Computer Graphics Tokyo 96
Creator	Kuni, T.L. Advanced Computer Graphics: Proceedings of Computer Graphics Tokyo 96
Type	text
Publisher	Springer-Verlag
Date	1984
Language	eng
Description	NBD
Subject	COMPUTER SCIENCE
Identifier	http://opac.csircmc.res.in:80/cq-bin/koha/opac-detail.pl?biblionumber=6600

At the bottom of the record details, there is a link: [INTER LIBRARY LOAN \(ILL\) FOR CSIR LABORATORY STAFF](#). The Windows taskbar at the bottom shows the date as 04-12-2015 and time as 11:02.

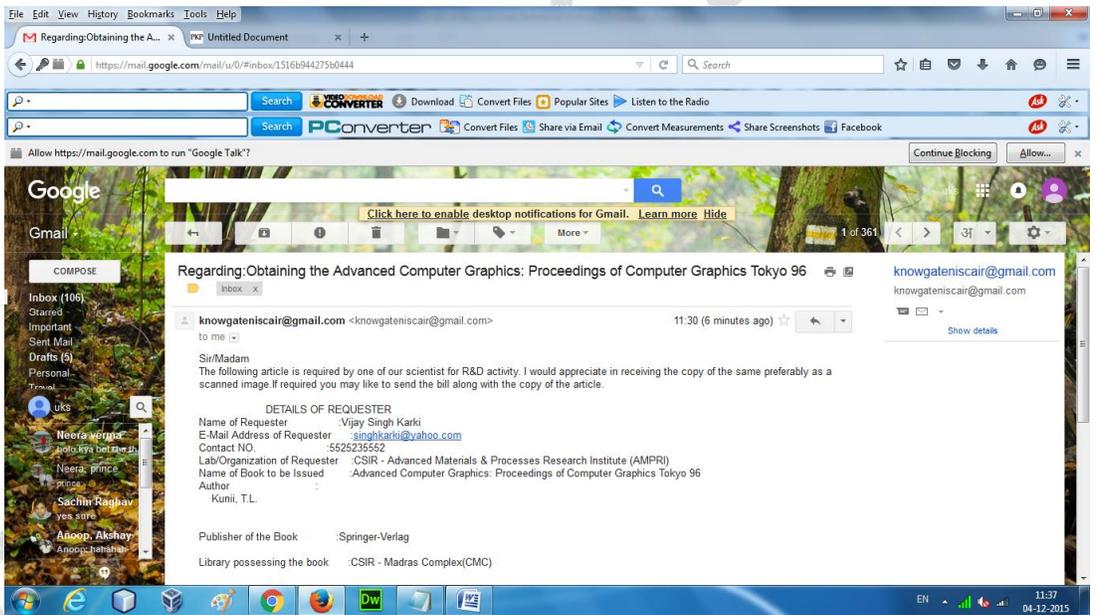
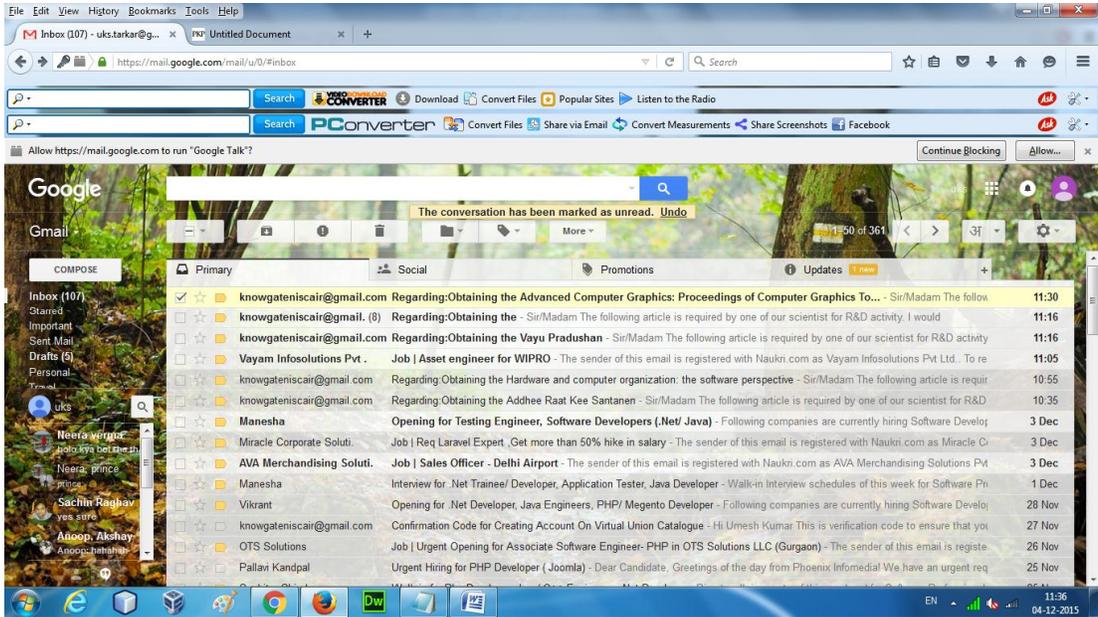
3. If you are a first time user please register as a Patron.



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.



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.

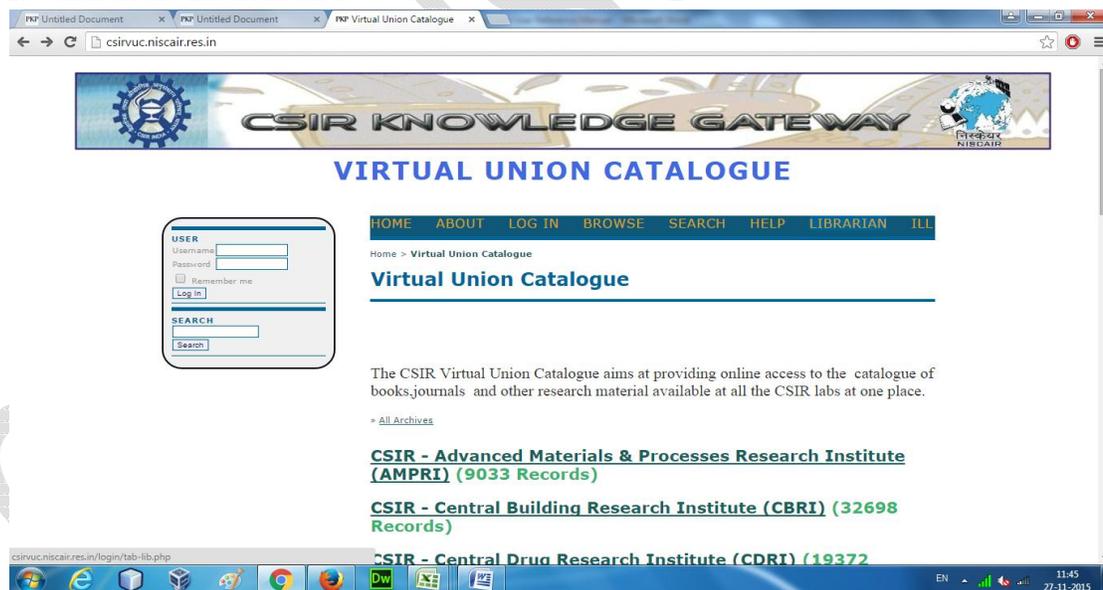
The librarian of the library owning the document will send the document to the librarian who requested the document.

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.

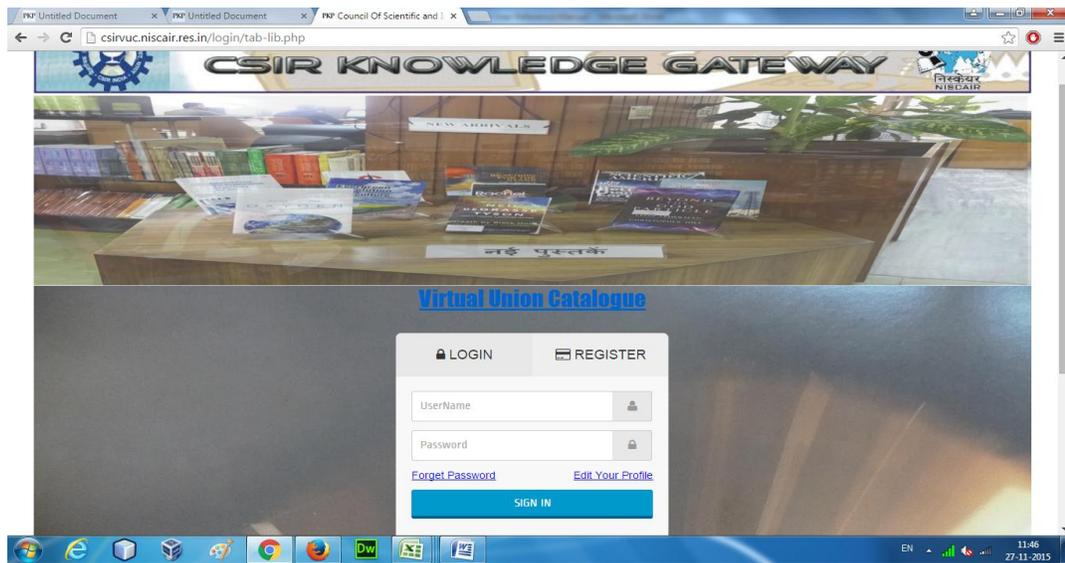
To check the ILL requests, Librarians have to click on the LIBRARIAN tab and subsequently log in using the librarian's log in details.

1. Click on the Librarian tab :



The screenshot shows a web browser window displaying the CSIR Virtual Union Catalogue Librarian Interface. The browser's address bar shows the URL csirvuc.niscair.res.in. The page features a header with the CSIR Knowledge Gateway logo and the text "VIRTUAL UNION CATALOGUE". Below the header is a navigation menu with links for HOME, ABOUT, LOG IN, BROWSE, SEARCH, HELP, LIBRARIAN, and ILL. The LIBRARIAN link is highlighted. The main content area includes a login form with fields for Username and Password, a "Remember me" checkbox, and a "Log In" button. Below the login form is a search box with a "Search" button. The page also contains a description of the CSIR Virtual Union Catalogue and a list of research institutes with their respective record counts: CSIR - Advanced Materials & Processes Research Institute (AMPRI) (9033 Records), CSIR - Central Building Research Institute (CBRI) (32698 Records), and CSIR - Central Drug Research Institute (CDRI) (19372 Records). The browser's taskbar at the bottom shows the system tray with the date 27-11-2015 and time 11:45.

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
1	190	Pustakalya Evam Suchna Vigyan Koshi	Vidhya Vihar	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07 2015 10:13:33	balu
2	188	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:59:51	balu
3	187	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:59:43	balu
4	181	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:30:50	balu
5	180	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:24:42	balu
6	179	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 16:06:26	balu
7	177	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 15:37:23	balu
8	176	Prakritik Chikitsa	Granth Academy	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 04 2015 14:53:57	balu

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 .

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	View Send Forward To Lib Cancel
2	204	Jal Pradushan	Gyan Ganga	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 13:40:58	View
3	202	Jal Pradushan	Gyan Ganga	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 13:02:59	View
4	201	Pralaya (Krishna Ki Amakathia Vol. VIII)	Prabhat Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 12:27:38	View

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

Please Wait till Your ILL Request for Book is being Forwarded

Your ILL Request For Book Has Been Sent

4	122	Adilhee Bani Kee Santoon	Vani Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Oct 12,2015 17:12:57	View Send Forward To Lib Cancel
5	121	Adilhee Bani Kee Santoon	Vani Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Oct 12,2015 17:03:56	View Send Forward To Lib Cancel

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.

The screenshot shows the 'Librarian/patron_request.php' page. At the top, there are navigation tabs: Pending Request, Circulating Request, Request Response, Notification, and Edit your Profile. Below these is a table with the following data:

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 Karka
2	219	Local computer networks - proc.	Famil Nado Chemists and Druggists Association	CSIR - National Science Library (NSL-NISCAIR)	Dec 07,2015 16:13:44	Vijay Singh Karka
3	209	365 Chutkale	Prabhat Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 16:12:45	balha
4	206	Jai Pradushan	Gyan Ganga	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 15:58:48	balha
5	202	Jai Pradushan	Gyan Ganga	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 13:02:59	balha
6	200	Addhee Raat Kee Santanon	Vani Prakashan	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 12:24:00	balha
7	199	Pustakalya Evam Suchas Vigyan Koshi	Vidhya Vihar	CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07,2015 12:22:24	balha

Below the table, there is a 'Contact Us' section with the following information:

Mr. Mukesh Pandey
Principal Scientist and
Ms. Charu Varma
Principal Scientist and

The screenshot shows a dialog box titled 'Record's Additional Information' for the request with ID 211. The dialog contains the following details:

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

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

The screenshot shows a dialog box titled 'Patron Information' for the patron Vijay Singh Karka. The dialog contains the following details:

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

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.

The screenshot shows a web browser window displaying the NISCAIR Librarian interface. The URL is csirvuc.niscair.res.in/Librarian/library_request.php. The page features a navigation menu with options: Pending Request, Circulating Request, Request Response, Notification (0), and Edit your Profile. Below the menu is a table of pending requests. The table has columns for S. NO., Request ID, Title, Publisher, Requesting Library, Requesting Date, and Action. The Action column includes a radio button for selection and a dropdown menu with options: Hold, Reply, and Cancel. A 'Contact Us' button is visible at the bottom of the page.

S. NO.	Request ID	Title	Publisher	Requesting Library	Requesting Date	Action
1	205	Wear		CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07.2015 15:22:50	<input type="radio"/> Hold Reply Cancel
2	196	WMO Bulletin		CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07.2015 11:40:17	<input type="radio"/> Hold Reply Cancel
3	195	Wind Engineering		CSIR - Advanced Materials & Processes Research Institute (AMPRI)	Dec 07.2015 11:36:29	<input type="radio"/> Hold Reply Cancel

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

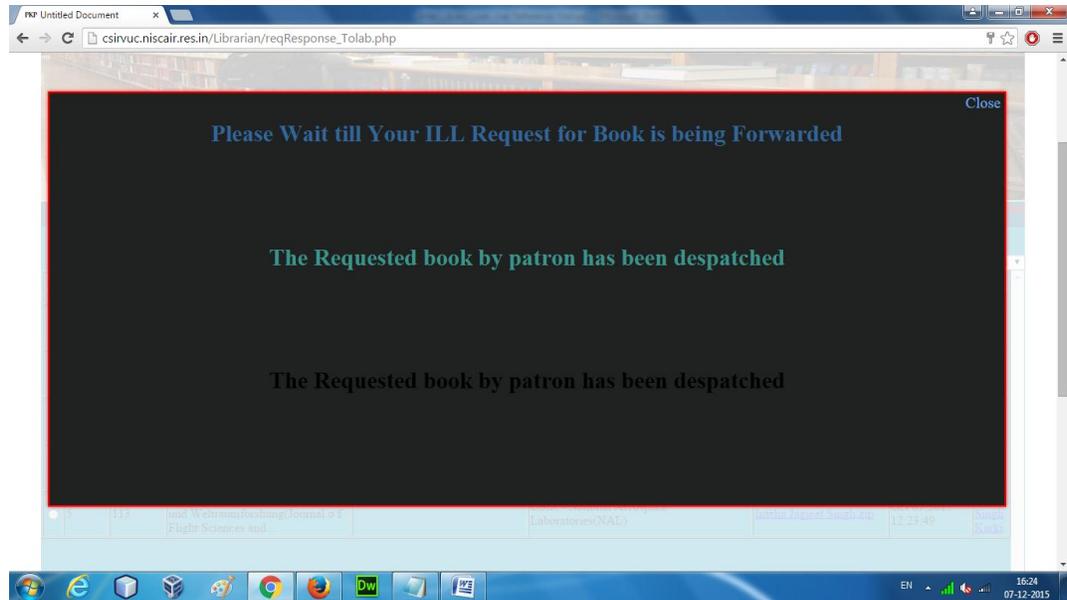
The book will not show in the Pending Request tab, after it is delivered to the requesting KRC.



(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.

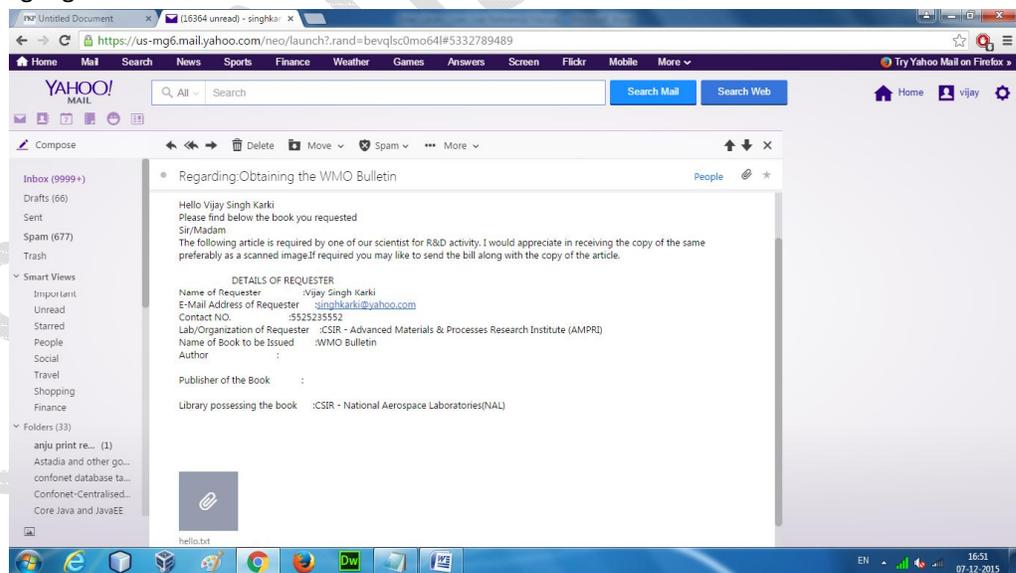


This will dispatch the book to the Patron and complete the Inter Library Loan request.



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.