Search/Request Strategy & ILLiad Use: Loans

Determine loan needed, based on bibliography, course syllabus, or Research Database search.

Check holdings in CASE Library Catalog & Electronic Book Resources.

Try…

Available in electronic book collections?

Yes

View & read in online format – reproduction of portions or complete items may constitute copyright violation. Set up VPN connection, if necessary for off-campus access.

Printed copies…

Available in KSL circulating collections?

Check shelves & retrieve items for check-out. Ask for assistance from library staff if necessary to locate.

Not on shelf?

Contact circulation staff to have item placed on search (and check sorting room). Check for available copies in storage, at other CASE library system locations, or in OhioLINK.

No

Yes

Available in KSL non-circulating collections (Open Library Use Only, Special Collections, etc.)?

Yes

Check shelves & retrieve items; use KSL resources (scanners, microfilm readers--Freedman Center) to reproduce allowable portions. Ask for assistance from library staff, if necessary to locate.

Then…

Found in sorting room?

Circulating copy preferred?

No

Available in circulating collections of KSL satellite locations (Music, Astronomy) or other CASE campus library system locations (Cleveland Health Sciences–Allen; MSASS; Law)?

Yes

Visit campus library location; ask for assistance from library staff in locating & checking out items.

or

Check out item at KSL Service Center.

Not locatable at alternative Case library?

or

No

Available in collections of KSL off-site storage facility (KSL Depository)?

Yes

Submit request using appropriate online **Storage Retrieval** form.

Check out items when placed on hold at KSL Service Center, if circulating.

Not locatable at Storage?

No

Available in OhioLINK circulating collections?

Yes

Submit requests directly through *__OhioLINK__* online borrowing. (OhioLINK requests are also allowable if no copies are currently available at any CASE campus library locations – e.g., checked out, non-circulating, missing.)

No

Available in OhioLINK non-circulating collections?

Yes

Unable to request through OhioLINK?

No

Not available in any of above resources?

Then…

Submit request through *__ILLiad__*, using an appropriate loan form (book, report, thesis, other). – ILL staff will process through **Interlibrary Loan**.