Search/Request Strategy & ILLiad Use: Articles, Alumni Online

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

Try…

Check holdings in CASE Library Catalog. (Optional) – ILL staff will also verify upon submission of request via **_ILLiad_** (below).

Check holdings in Alumni Online Resources.

Available in Alumni Online Resources?

Yes Search articles & download (or print) personal reproductions. (Please observe Copyright guidelines.)

No

Unable to print from electronic resource?

Available in KSL print collections, in those of KSL campus satellite locations (Music, Astronomy) or in those of KSL off-site storage facility (KSL Depository)? – ILL staff can also verify.

Yes Submit request through **_ILLiad_**, using an appropriate photocopy form (journal article, book chapter, conference paper) – ILL staff will queue into **Document Delivery** (or **Depository Processing**) for retrieval from KSL collections.

No

Not locatable in KSL collections?

Available in print collections of other CASE campus library system locations (Cleveland Health Sciences–Allen; MSASS; Law)? – ILL staff can also verify.

Yes

Request will be cancelled by ILL staff and you will be sent a notification via e-mail.

No

Then…

Available in OhioLINK circulating collections?

Yes Consider requesting entire item through **_OhioLINK_** online borrowing, if not inconvenient (e.g., local alumni).

No

Otherwise…

Available in OhioLINK non-circulating collections?

Yes

KSL ILL staff no longer accepts requests for materials that must be obtained through **Interlibrary Loan,** as an Alumni Online Library service. We recommend that you visit holding library locations to use on-site, or inquire at your own local public or academic library, or through a commercial vendor, to obtain the materials you require.

No

Then…

Not available in any of above resources?