



## Using Interlibrary Loan for journal articles not in PRTS Library

Students and Faculty may ask to borrow books and articles that are not readily available in our own library. Our access to the *FirstSearch* database has made this ILL function very easy and efficient. Please follow the following guidelines as you make your requests.

1. We can only borrow from Libraries in the USA; and not all USA libraries participate in ILL (PRTS Library, for example, is only a borrower at this time; we are not yet set up to do lending to other libraries.)
2. The easiest way to request **books** is to use *WorldCat* (in *FirstSearch*); the easiest way to find and borrow **journal articles** is using ATLA or ECO (also in *FirstSearch*). When you click on ILL or "Borrow from another Library", there is a form that pops up--just complete and submit the form, which comes to your library staff's email. We take it from there, and let you know when your request has been processed or received.
3. If it is an article you are requesting, be sure to first check our periodical holdings (look on the shelves or check out the "TJL"—Theological Journal Library (see above). There is no point requesting ILL articles that are already in our library.
4. Renewals are only allowed in the one-week period, before the due date. It is up to the lending library whether a renewal is granted. Ask a library staff member to place a renewal request for your ILL book.
5. Although we are delighted to provide this service, sometimes it may be easier for you to just cross the street to Cornerstone's Library in order to photocopy a journal article, or down the Beltline to Calvin's library to borrow a book (or copy an article from a journal). Because we are "short staffed," we need to limit each student to ten (10) ILL requests at a time.
6. Sorry, but ILL service is not available to guests or alumni--only to staff and current students at PRTS. This is not our decision, but the licensing restriction placed on us by subscription agreement. As already pointed out (p.3), there is no ILL between PRTS and Cornerstone libraries.