

ILL Request Form Update

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About the Interlibrary Loan (ILL) Request Form

- Allows email partners to create lending requests.
- Requests get sent to OCUL library as an email.
- Link:
forms.scholarsportal.info/ocul-interlibrary-loan-request

OCUL Interlibrary Loan Request Form

This form allows libraries without ILL systems to submit interlibrary loan requests to Ontario university libraries.

Please note that some libraries charge for interlibrary loans.

If your library has not been added to our new system, please [fill out this form](#) to request addition.

Instructions:

- If you aren't sure whether your library has been added to our system, or if your contact information has changed recently, please contact ocul-ci@ocul.on.ca with the new information.
- Search World Cat or the [library catalogue of the lending library](#) to determine if they have a copy of the item you want. You will need the link to the catalogue record.
- Enter all of the information needed for your request. Do not use short forms or abbreviations.
- Fill in a separate submission for each item required.

HOLIDAY NOTICE: Please be advised that this form will remain open over the holiday break. Any requests that you submit will be queued during the period that the lending library is closed. Requests will be processed by staff when the library re-opens in January.

Request Information

Library Code*

► [More](#)

Library Name*

► [More](#)

Contact Name*

Contact Email Address*

Requesting Library's Tracking Number

► [More](#)

Requested Format*

☐ Serial

Top section of ILL Form

Workflow Before the Update

- Multiple manual steps
- Human error possible in every step

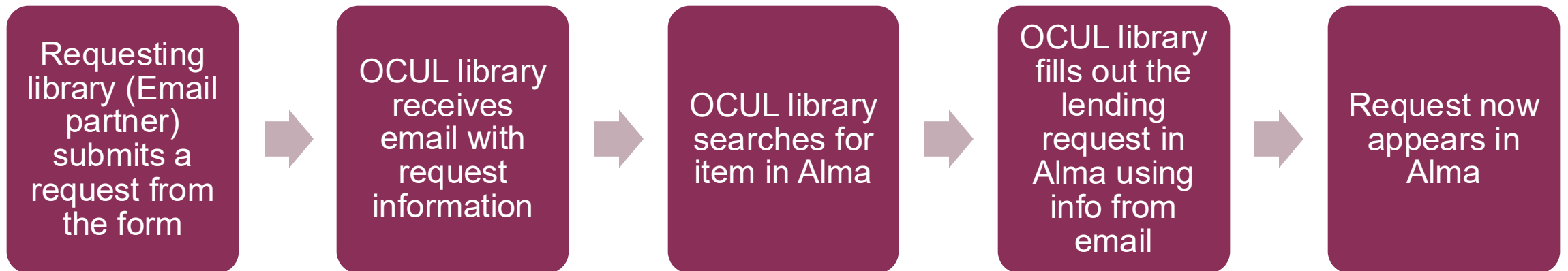


Chart of the lending request workflow

Failure Points

- Requester can enter incorrect details
- Email can be missed
- Shipping the wrong copy
- Copy and paste mistakes
- Takes too long!

Item Information

Lending Library

Queen's University

Title

More Irish Families

Call Number

CS2415 .M238 1982

Author(s) of Book/Conference/Thesis

MacLysaght, Edward

Date of Publication

1982

Publisher

Irish Academic Press

Place of Publication

Blackrock, Co. Dublin

ISBN

0716501260

Section of an email from the ILL Request Form

Workflow After the Update

- Uses an API
- Creates request right in Alma
- Uses MMSID to automatically match bibliographic record
- Takes 5 - 15 seconds!



Chart of the lending request workflow after update

Failure Points Solved

- **Requester can type incorrect details**
Correct item is automatically attached to lending request.
- **Email can be missed**
Request shows up right in Alma.
- **Shipping the wrong copy**
Uses MMSID to attach requested copy.
- **Copy and paste mistakes**
Automatically fills out lending request in Alma with submitted information.
- **Takes too long**
Takes 5 – 15 seconds.

Exceptions

API needs valid MMSID and partner code

- If no/invalid MMSID, request appears in Alma as “Locate Failed”
- If API fails, send an email

Testing

OCUL Libraries who have tested:

- Queen's University
- McMaster University
- University of Toronto (Not apart of Network Zone)
- Carleton University (Rapido)

Release Date: Tomorrow

Thank you!