

Interlibrary Services (ILS)

Introduction

Interlibrary Services (ILS) is responsible for borrowing books and obtaining copies of articles the OSU Library does not own. It is our goal to put this material into your hands as quickly as possible.

Requests can be submitted electronically via the ILS web request forms. Placing requests will require that you logon at <https://illiad.library.okstate.edu/illiad/ill/login.html>.

How to Logon

You must activate your OSU O-Key System account. Your username will be your OSU O-Key email address. You will need to create your own password. This information is available from your "personal Profile" in the O-Key System. To access your "Personal Profile," login at www.okey.okstate.edu.

Example Username:
pistol.pete@okstate.edu
Example Password:
OSUru1ez

Information about the O-Key system and OSU email can be found at www.it.okstate.edu/services/email.php. Please direct questions about this process to the IT Help Desk at (405) 744-4357 or (877) 951-4836 (toll-free outside Stillwater).

First-Time Users

The first time you access the OSU Interlibrary Services Document Delivery System, you will be asked to supply essential information about yourself, such as your name, address, email address, etc. Without this information, we will **NOT** be able to send you notices when your requested material arrives, post electronic material to our server for your use, or grant you access to your previous requests. You will have to supply this information only once. In the

future, once you have logged on, the system will recognize you. You will also be able to edit your information.

Visit ILS's web site at: www.library.okstate.edu/access/ils/index.htm.

ILS Office Hours

(spring and fall semesters)
Mon-Thurs..... 8 am - 5 pm
Friday.....8 am - 5 pm
Saturday.....Closed
Sunday.....10 am-6 pm
Hours vary during breaks, holidays and intersessions

Copyright Laws

All borrowing and copying of material is done within the provisions of the U.S. Copyright law and its guidelines, the National Interlibrary Loan Code of the American Library Association, and the Oklahoma Interlibrary Loan Code.

Articles, Electronic Delivery and Document Delivery

To request an article, search the OSU Library Catalog to see if the Library owns the title. Using your O-Key Username and Password, login to the ILS Document Delivery System at <https://illiad.library.okstate.edu/illiad/ill/login.html>. Fill out the bibliographic data on the appropriate request form.

If we subscribe to the journal in print and have the issue you requested, we will scan the article into the ILS Document Delivery System and notify you via email that it is available electronically. If we subscribe to the journal electronically, we will send an email with the URL for the requested article.

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Oklahoma State University
Library

Contact for information:
Joann Bennett
Phone: 405-744-6846
joann.bennett@okstate.edu

A guide to using the OSU Libraries

If we do not own the journal or the issue you need, we will submit a request to our extensive network of lending partners. Most articles are sent to ILS electronically, and we will post these files as PDFs on the ILS Document Delivery System. Articles remain on the Web server for 90 days. Articles can be viewed, printed or saved to disk and then deleted from the Web server.

You will need a current version of Adobe Acrobat Reader and Internet Explorer to view these files. These programs are freely available on the Internet.

Books or Theses

Interlibrary Services will not be able to process requests for books owned by the Library.

To borrow books or theses, search the OSU Library Catalog to see if the OSU Library owns the title. Using your O-Key Username and Password, login to the ILS Document Delivery System at <https://illiad.library.okstate.edu/illiad/ill/login.html>. Fill out the bibliographic data on the appropriate request form.

If we own the requested book or thesis, we will retrieve it and place it on the Hold Shelf at the Circulation Desk in the Main Library. Books will be kept on the Hold Shelf for one week, after which they will be returned to the main collection.

If we do not own the requested book, we will submit a request to our extensive network of lending partners. Usually, books are loaned free of charge, but most libraries will not lend reference works, rare or fragile materials, new publications or journals. Doctoral dissertations and master's theses are often supplied in microform.

Due dates are set by the lending library; most seldom allow renewals. Loaned materials are usually delivered via courier or US Postal Service. The average time to obtain a book is over a week. Books kept overdue are subject to a fine of \$5/day and will cause your circulation privileges to be blocked. Books and theses (items which must be returned) can be picked up at the Main

Circulation Desk.

If the dissertation you are requesting is available electronically, ILS staff will send you an email notice with the URL.

Annex Materials

Materials from the North Boomer Annex can be requested via the request forms at www.library.okstate.edu/annex/requests.htm. If you are affiliated with OSU, the link provided will take you to the ILS Document Delivery System Logon page. Complete the login process and fill out the appropriate request form. Articles will be scanned and posted to the ILS Web server and accessible via the ILS Document Delivery System. Books and theses located in the Annex will be retrieved and placed on the Hold shelf at the Main Circulation Desk. Delivery times are posted on the North Boomer Annex Request Form at the URL above. You will be notified by email when your material is accessible.

If you are not affiliated with OSU, follow the links provided on the North Boomer Annex Request Form page at the URL above. Copies of articles and books retrieved from the North Boomer Annex will be available on the Hold shelf at the Main Circulation Desk.

Delivery Times

Delivery times are approximate, but you should plan on an average of 2 days for article requests. Some article requests may take longer. For particularly urgent situations, ILS may be able to obtain some articles more quickly. Due to increased cost and reliable service, we ask that you limit RUSH requests to those materials that are required for a project with a closely pending deadline. Check with ILS personnel before submitting a RUSH request.

Books, theses and other returnable materials must be delivered to us via courier or the US Postal Service and thus take longer to receive. The average time to receive books is over 1 week. Some materials may take longer.

Open URL

Many of the indexes and databases subscribed to by the OSU Library have Open URL capability. While viewing an item record in WorldCat for instance, if you want to borrow a book we do not own, click on the "Borrow from Another Library" link. This will open a log-in dialog box and a request form in the OSU ILS Document Delivery System. Much of the bibliographic information should automatically be completed on the request form. If there is missing or erroneous data, you can copy and paste this into the request form.