

What Is Interlibrary Loan?

If the University of Utah's libraries do not have a book or journal article you are looking for, you can ask that the S.J. Quinney Law Library try to get the item for you from another library. This service is called "Interlibrary Loan."

Who Can Request An Interlibrary Loan?

Law Faculty, Law Staff, & Law Students

Law faculty, staff, and students can request interlibrary loans of items not available at the University of Utah. If a book is available on campus at the Marriott or Eccles Health Sciences Libraries, you can request it through the library catalog by clicking "request item" entering your Library ID #, and writing Quinney for the delivery location.

Law Faculty can also request on campus items through the ILLiad online system or by emailing docdelivery@law.utah.edu.

Other University of Utah Patrons

Faculty, staff, and students from another part of the University of Utah should go to either the Marriott Library or the Eccles Health Sciences Library to request an interlibrary loan.

Attorneys

A Utah attorney who has a Borrower's Card for this library can request an interlibrary loan of an item for a fee.

General Public

Members of the general public can request interlibrary loans through their local public library.

How Much Does It Cost?

There is no charge to law faculty, staff, or students. Attorneys will be charged \$20 per item plus whatever costs are charged by the lending institution.

How Long Does It Take?

This will vary depending on where we are able to get the item you requested from. If the lending library is close, it will take less time than if the lending library is further away.

How Will I Know When It Comes In?

Law Students

If you requested an article, we will e-mail you to let you know that you can access the article electronically through the library's website. For book requests, we will e-mail you to let you know that the book can be picked up at the Library's Circulation Desk.

Law Faculty & Law Staff

We will deliver the items you requested to you.

Attorneys

We will e-mail you to let you know your item is here and can be picked up at the Circulation Desk. Payment is due at the time of pick up.

How Do I Request An Interlibrary Loan?

First, you should double-check to make sure that none of the libraries at the University of Utah owns this item. Use the instructions below to access the various library catalogs on campus.

Then, go to the Library's website at <http://www.law.utah.edu/library> and click the link for "ILL/Document Delivery" in the Library Services section. On the next screen, click the "ILLiad" link to log in to the ILLiad system to input your request electronically. If you have not used ILLiad before, click the "First Time Users" link on the login screen to set up an account.

You can access instructions on requesting books through ILLiad by going to <http://www.law.utah.edu/library/pdf/WorldCat.pdf>. This instruction sheet is also available through the "Interlibrary Loans Frequently Asked Questions" page (see below).

How Can I See If The University of Utah Already Owns This Item?

To see if the Marriott Library or the S.J. Quinney Law Library owns an item, go to UNIS, the electronic catalog, at <http://hip.library.utah.edu>. You can do author, title, or keyword searches by

selecting the appropriate links underneath the tabs at the top of the screen.

To see if the Eccles Health Sciences Library owns an item, go to their website at <<http://www-medlib.med.utah.edu/>> and click the link for “Library Catalog.”

Who Can I Talk To If I Have Questions?

Please feel free to contact Laura Ngai, our Interlibrary Loan Specialist, at (801) 581-3804. You can also speak to one of the Reference Librarians.

You can also see a list of Frequently Asked Questions on the Library’s website. Go to <<http://www.law.utah.edu/library/>> and then click on the link for “ILL/Document Delivery” in the Library Services section. On the next screen, click on the link for “Interlibrary Loan Frequently Asked Questions.”

S.J. QUINNEY LAW LIBRARY

Hours of Service

Spring and Fall Semesters

Monday–Thursday	7 AM–10 PM
Friday	7 AM–8 PM
Saturday	9 AM–8 PM
Sunday	11 AM–10 PM

Summer Term

Monday–Thursday	8 AM–8 PM
Friday	8 AM–6 PM
Saturday	9 AM–5 PM
Sunday	12 PM–8 PM

The Library is closed on New Year’s Day (Jan. 1), Memorial Day, Independence Day (July 4), Pioneer Day (July 24), Thanksgiving Day, and Christmas Day (Dec. 25).

Closings and changes to hours on other days will be posted in advance at the Library, on the Library’s website <<http://www.law.utah.edu/library/hours/>>, and on the Library’s telephone information recording.

Phone Numbers

Circulation	(801) 581-6438
Reference	(801) 581-6184
Administration	(801) 581-6594
Hours & Information	(801) 585-3858

Interlibrary Loan at the S.J. QUINNEY LAW LIBRARY

UNIVERSITY OF **UTAH**
S.J. QUINNEY
COLLEGE OF **LAW**



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