

ILL Guidelines for CAHC Materials

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All CAHC materials do not circulate. Materials will not be sent to other libraries via ILL.
As a general rule:

1. Loan requests will not be filled.
2. Article requests may be filled, depending on the availability of CAHC staff and condition of the material.
3. Article requests for materials will normally be limited to 50 pages.
4. ILL staff will handle requests and correspondence with borrowing libraries.
5. CAHC staff will scan/copy/deliver items to ILL for distribution to the requesting library.
6. ILL will charge requesting libraries regular ILL rates with billing assessed via IFM. Reciprocal borrowers will not be charged.

Procedures for Handling ILL Requests

1. If the publication date is prior to 1923, ILL will check Internet for free online edition. If available online, ILL will cancel/conditionalize the request, providing the link to the requesting library.
2. If the lending string has 5 or more libraries, ILL will cancel request and let the request pass to the next library.
3. If the lending string has less than 5 libraries, ILL will contact CAHC at cahc@ualr.edu using an ILLiad automatic email to determine what/if anything CAHC can supply.
4. CAHC staff will determine if an item can be scanned/copied and notify ILL within two business days of the email request.
5. If CAHC cannot supply, ILL will cancel the request in ILLiad.
6. If CAHC can supply some pages, ILL will conditionalize request to potential borrowing library, specifying the need for an article request and specific pages.
7. If the requesting library accepts the condition, ILL will set request status to In-Process and notify CAHC of pages needed.
8. CAHC will scan/copy and deliver materials to ILL at illuser2@ualr.edu.
9. ILL will fulfill request with materials supplied by CAHC.
10. ILL will provide quarterly reports to CAHC for the months of January through March, April through June, July through September, and October through December, itemizing requested materials and related services.
11. If CAHC receives an ILL request from a patron that bypasses Ottenheimer ILL, then CAHC will forward the request to Ottenheimer ILL.