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Library users can now place interlibrary loan requests online for books they locate in the PALS Online Catalog (SYS search) , documents in the GPO file, and copies of articles in the ERIC-JIE File, General File, and Business File. The online request system provides an alternative to submitting paper request forms for the items.

Users who search a PALS file and identify an item not owned at Memorial Library can proceed through the following steps to initiate an interlibrary loan request:

1. Display the record for the desired book or article.
2. Type ILL followed by user barcode number, password, and the date by which the item is needed (MMDDYY). The password is the user's last name unless it has been changed by using the PASSWD command.

Example: ILL 20101000727001 blackwell 062696

At the end of the command line, there is room to enter up to 15 characters of additional information about the request, such as volume or edition number.

Example: ILL 20101000727001 blackwell 062696 2nd ed. only

3. The PALS system responds by confirming that the request has been loaded or indicating that an error has been made. Those who receive an error message should follow the accompanying instructions or seek assistance at the Reference Desk (389-5958).

Anyone using the online request system needs to verify that the library has current address information on file. The Display Patron Summary (DPS) command should be used to check address information in the PALS record by entering DPS, barcode number, and password.

Example: DPS 20101000727001 blackwell

Those who need to change the address information should contact Circulation Services on the second floor of the library (389-5064).

Once the interlibrary loan request has been entered, users can check the status of requests with the DPT command. Entering DPT followed by patron barcode and password will result in a list of all MSU materials the person currently has borrowed or placed on hold as well as current interlibrary loan requests.

Example: DPT 20101000727001 blackwell

The command DI and item number provides additional details about each item on the list, including interlibrary loan status.

Under the new system, the requests are transmitted electronically to the MSU interlibrary loan staff who then process them and contact libraries who can lend the items. Patrons are not making requests directly to another library when they enter the information into the PALS system.

After materials arrive, they are sent to the campus PO Box of MSU employees. The interlibrary loan staff mails photocopies directly to students and notifies them by mail when books and other borrowed items are available for pickup at Memorial Library.

Anyone who has questions about the new service or who would like a detailed instruction sheet, including explanations of various DPT status definitions, can contact Reference Services (389-5958) or Interlibrary Loan (389-5959). An information sheet that answers frequently asked questions related to Interlibrary Loan is also available.

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URL: <http://www.lib.mnsu.edu/News/961/ILL.html>

Please send any questions or comments to: [Webmaster](#)

Last Modified: 4/11/00