

## Inter-Library Loan Tips for Requesters:

- Using the proprietary databases provided by the UWS library will increase your ability to access articles immediately. Using web search engines such as Google, particularly from off campus, will not link you to the thousands of journal subscriptions available through the library.
  - Search across most of the databases here:  
<https://www.uws.edu/community/library/>
  - Search a specific databases from here:  
<https://www.uws.edu/library-databases/>
- Expect a 3-day receipt of request; weekend days do not count. If this wait time is unacceptable, then please do not make the request.
- The older the date of the article issue often means extra turn-around-time; too new (current month) could be unavailable at the time of request. Please take this into consideration when requesting.
- Check for brackets [ ] enclosing article title as this indicates a foreign language only availability. If the article is in a foreign language it is unlikely to have an English translation.
- If the journal title is obviously foreign (Forsch Komplementmed, Zhonghua, Zhurnal Ushnykh) the wait-time could be longer or the article may not be available.
- Fill out the ILL form with correct information. The ILL form generated in the UWS proprietary databases will self-populate.
- Use UWS-issued email address, which verifies you as our patron. Non UWS email requests will not be fulfilled.
- Copy and paste title, author, date and publication name of your submission into email requests. Do not include links to the article on email requests, as most links are dynamic and therefore temporary, and we will not know what your request is.

The library has two main policies to remember.

- 1) We can only fulfill 50 requests per student per term. And no more than 10 requests from any one student in any given week.
- 2) We do not borrow outside the scope of the curriculum of UWS programs. For example, we do not borrow entertainment, fiction, or articles about the liberal arts.