Interlibrary Loan Linking in EBSCOhost

Interlibrary Loan Requests Via E-Mail

EBSCO provides three preset Interlibrary Loan (ILL) forms, which may be made available as CustomLinks on the search result list, detailed citation, or journal table of contents pages. By selecting an ILL link for a specific record in EBSCOhost, patrons are presented with a form already containing the citation information for that record. Patrons will be prompted to enter their name and contact information. Fields noted with a red asterisk are required and must be filled in before submitting the form.

The submitted ILL form containing the record and patron information will be emailed to the email address of your choice, such as for your library’s ILL department.

In EBSCOadmin, the library administrator can choose to hide the ILL link for items that have full text available in the EBSCO database, or to display the link on all records.

What record information is included in the ILL form?

When a patron selects the ILL link for a specific record, the following record information, if applicable, is automatically filled in and, upon submission, emailed to the email address of your choice:

- Record Title
- Author(s)
- Source
- Published Date
- ISSN
- ISBN
- Series or Collection Title
- Volume
- Issue
- Start Page

Selecting an ILL form

EBSCO’s three preset ILL options differ in the options presented for entering patron-specific information. Detailed descriptions and previews of these forms are listed below:

Form 1: Basic
This form prompts users to fill in the following required fields:
   - First Name, Last Name, Library Card ID, Address, E-mail Address, Phone

Optionally, users may also fill in:
   - Department, Date Needed, and Comments.
# Interlibrary Loan Request Form

Please enter the information below in order to send an Interlibrary Loan request to your library administrator. The request will be sent via e-mail.

*First Name

*Last Name

*Library Card #

Department

*Address

*E-mail Address

*Phone

Date Needed **Format: mm/dd/yyyy**

Comments

* Indicates required field.

## Item Details

<table>
<thead>
<tr>
<th>Title</th>
<th>The record title, if available, will appear here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>The author name(s), if available, will appear here.</td>
</tr>
<tr>
<td>Source</td>
<td>The source name, if available, will appear here.</td>
</tr>
<tr>
<td>Date</td>
<td>Published date, if available.</td>
</tr>
<tr>
<td>ISSN</td>
<td>ISSN, if available.</td>
</tr>
<tr>
<td>Series or Collection Title</td>
<td>Series or Collection Title, if available, will appear here.</td>
</tr>
<tr>
<td>Volume</td>
<td>Volume, if available.</td>
</tr>
<tr>
<td>Issue</td>
<td>Issue, if available.</td>
</tr>
<tr>
<td>Start Page</td>
<td>Start page, if available.</td>
</tr>
</tbody>
</table>

## Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.

[Submit] [Reset]
Form 2: Status & Delivery Options

This form prompts users to fill in the following required fields:
First Name, Last Name, Library Card ID, Address, E-mail Address, Phone

Optionally, users may also fill in:
Department, Status (select from Undergraduate, Graduate, Faculty, or Staff), Fax, Delivery (Select from Email, Fax, Mail (Post), or Pick up at Library), Date Needed and Comments.

Please enter the information below in order to send an Interlibrary Loan request to your library administrator. The request will be sent via e-mail.

- **First Name**: 
- **Last Name**: 
- **Library Card #**: 
- **Department**: 
- **Status**: Undergraduate
- **Address**: 
- **E-mail Address**: 
- **Phone**: 
- **Fax**: 
- **Delivery**: Email
- **Date Needed**: Format: mm/dd/yyyy
- **Comments**: 

* Indicates required field.
Form 3: Cost Not to Exceed

This form prompts users to fill in the following required fields:
- First Name, Last Name, Library Card ID, Address, E-mail Address, Phone

Optionaly, users may also fill in:
- Department, Status (select from Undergraduate, Graduate, Faculty, or Staff), Fax, Delivery (Select from Email, Fax, Mail (Post), or Pick up at Library), Date Needed, Cost Not to Exceed, and Comments.
Interlibrary Loan Request Form

Please enter the information below in order to send an Interlibrary Loan request to your library administrator. The request will be sent via e-mail.

*First Name

*Last Name

*Library Card #  

Department  

Status  

Undergraduate  

*Address  

*Email Address

*Phone

Fax

Delivery  

Email  

Date Needed  

Format: mm/dd/yyyy

Cost Not to Exceed

Comments

* Indicates required field.

Item Details

<table>
<thead>
<tr>
<th>Item Details</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>The record title, if available, will appear here.</td>
</tr>
<tr>
<td>Author</td>
<td>The author name(s), if available, will appear here.</td>
</tr>
<tr>
<td>Source</td>
<td>The source name, if available, will appear here.</td>
</tr>
<tr>
<td>Date</td>
<td>Published date, if available.</td>
</tr>
<tr>
<td>ISSN</td>
<td>ISSN, if available.</td>
</tr>
<tr>
<td>Series or Collection Title</td>
<td>Series or Collection Title, if available, will appear here.</td>
</tr>
<tr>
<td>Volume</td>
<td>Volume, if available.</td>
</tr>
<tr>
<td>Issue</td>
<td>Issue, if available.</td>
</tr>
<tr>
<td>Start Page</td>
<td>Start page, if available.</td>
</tr>
</tbody>
</table>

Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law.
Creating an ILL CustomLink

Using the ILL Template:

1. To create an ILL CustomLink using one of EBSCO’s preset ILL forms, log into EBSCOadmin at http://eadmin.ebscohost.com
2. On the Customize Services tab, select the Linking sub-tab
3. Next to CustomLinks, select Modify
4. Select SetUp/Maintain CustomLinks
5. Click on Add New CustomLink
6. Select Copy from existing CustomLink, and click Continue
7. Choose the category ILL and select show other available CustomLinks
8. To create an ILL form which will be used for book (ISBN) and journal (ISSN) content, select EBSCO ILL Form (all content). To create an ILL form which will be used for journal content only, select EBSCO ILL Form (journal content only). Using the journal content only form, the ILL link will only appear for journal content records in your EBSCO databases.

Selecting your ILL Form Preferences:

9. Under Link Text, enter the text you would like to use as the link text for this ILL form
10. In the Query String, replace EMAIL with the email address where completed ILL forms should be sent.
11. If you are using the EBSCO ILL (all content) CustomLink:
   Edit the cid in the Query String to reflect the form you are using. For Form 1: Basic, use cid=bookill1. If you would like to use Form 2: Status & Delivery Methods, use cid=bookill2, or for Form 3: Cost Not to Exceed, use cid=bookill3.

   If you are using the EBSCO ILL (journal content only) CustomLink:
   Replace the number symbol (#) in the Query String with the number of the form you are using. For example, to use Form 3: Cost Not to Exceed, replace form=# with form=3.
12. If you would like to hide the link to the ILL form for articles which already contain full text in your database, set Hide Link if Full Text to Yes.
13. For each of the following options, select whether you would like this ILL link to appear on the Result List, Publication List, and Detailed Display (citation).
14. Submit to save your selections.

Adding an ILL CustomLink to your Profile(s)

Before this ILL link will become visible to your patrons, you must add it to the desired profile(s).

1. On the Customize Services tab, select the first profile for which you would like the ILL link to display on the Choose Profile dropdown list
2. Select the Linking sub-tab
3. Next to CustomLinks, select Modify
4. Select Add New CustomLinks
5. Check the box next to your ILL CustomLink, and click Submit.
6. Repeat this process for any further profiles where you would like the ILL link to display.

Customized ILL forms are also available upon request. For information regarding Customized ILL forms, or for questions regarding preset ILL forms, contact EBSCO Publishing Technical Support.

EBSCO Publishing Technical Support
1-800-758-5995 | eptech@ebscohost.com