

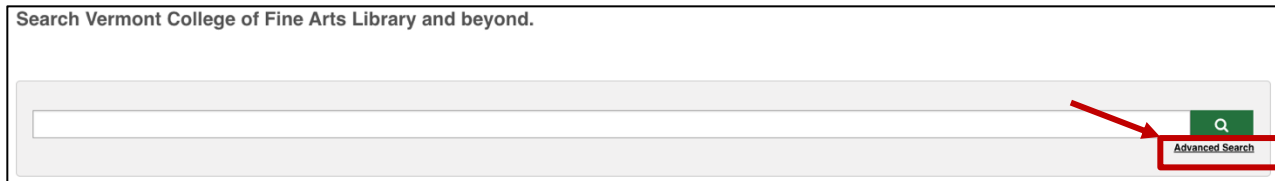
## Requesting Interlibrary Loan Materials

The library's **Interlibrary Loan** (or ILL) service provides users with access to books, articles, and a wide range of other media that aren't held by the VCFA Library. A feature of the library catalog allows users to check whether an item they want is available through their local public library instead of using ILL.

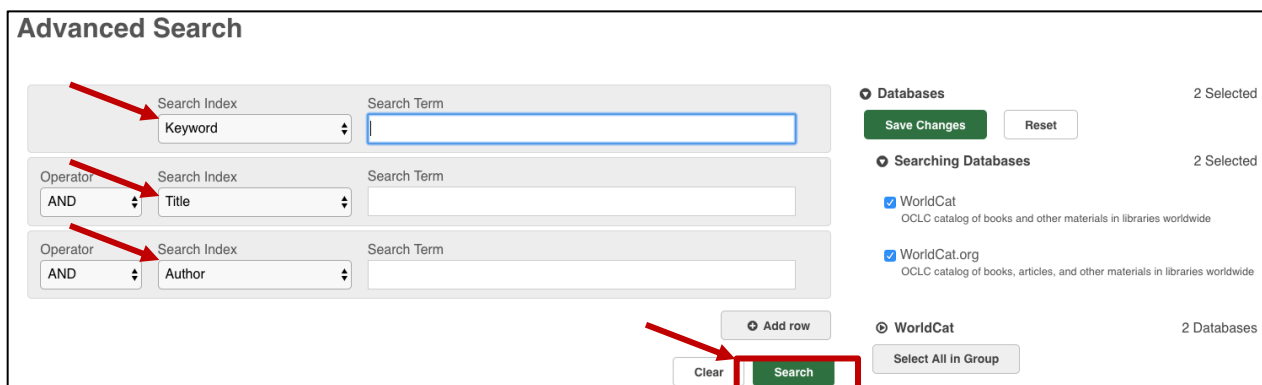
*(Mac Users: please use Internet Explorer, Firefox, or Chrome browsers for your library searches and requests.)*

### Here's how to get started:

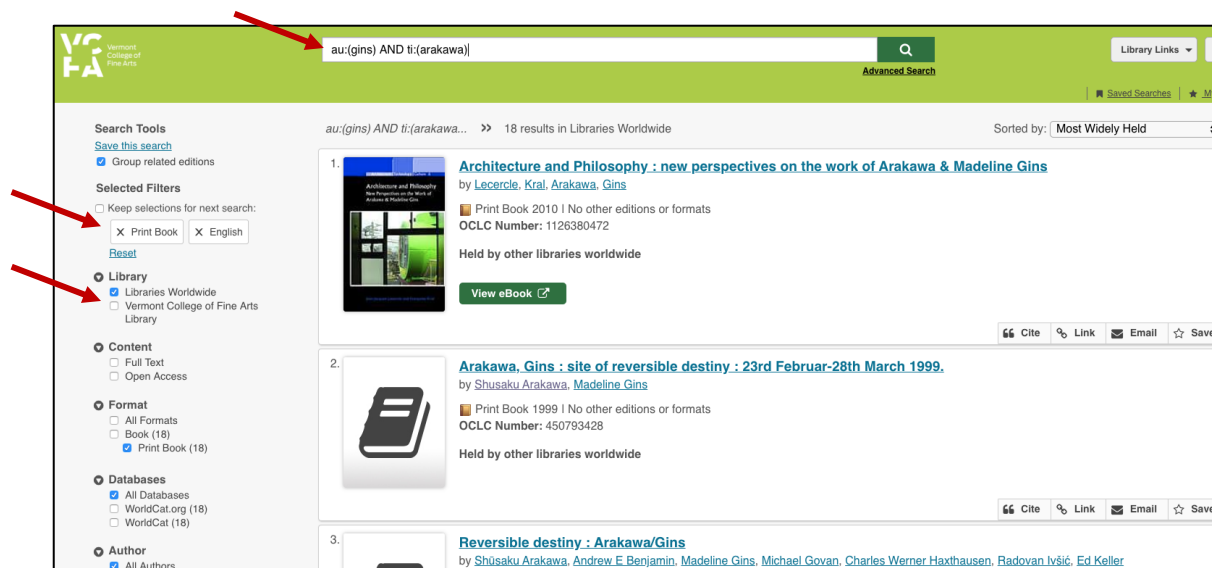
Sign into your account by going to the library's catalog, <https://vcfalibrary.on.worldcat.org/discovery>, then clicking on the "Sign In" link in the top right corner of the page. Once you've signed in using your VCFA Library username (firstname.lastname) and password, click on the "Advanced Search" link:



When the "Advanced Search" page opens, complete at least one of the fields with a search term and click the "Search" button. Keep in mind that the more information you enter into the different "search indexes" (Keyword, Subject, Author, Title, etc) the more refined your results will be.



The following example depicts the search results for all print books written by authors Gins and Arakawa. (See search bar at top of page, and also take note of the search parameters found on the left side of the page).



In this example, the library user is interested in the fourth listing, *Architectural body*. Click on the title link to find out more about the book and/or to request a copy. Opening the “Description” link (see below) provides the user with additional subject headings and keywords that can aid in future searches.

The screenshot shows a library catalog interface. On the left, a list of books is displayed. The fourth item, *Architectural body* by Madeline Gins, Shūsaku Arakawa, is highlighted with a red arrow. The book is a print book from 2002, held by other libraries worldwide, and has a 'View eBook' link. Below it are two other books: *AD, urban environments.* by Elisabetta G. Mapelli and *Arakawa, Gins : site of reversible destiny : 23rd Februar-28th March 1999.* by Shusaku Arakawa, Madeline Gins.

On the right, the detailed view for *Architectural body* is shown. It includes a 'View eBook' link, a 'View Description' link (highlighted with a red arrow), and a 'Check Availability' link. The 'View Description' link opens a pop-up window showing the book's details: Publication (Tuscaloosa : University of Alabama Press, ©2002), Physical Description (xxii, 102 pages ; 23 cm), More Author / Title (Madeline Gins and Arakawa), Language (English), Staff View (MARIC Record), ISBN (0817311688 9780817311681 0817311696 9780817311698), OCLC Number (49553377), LCCN (2002001061), Series (Modern and contemporary poetics, Modern and contemporary poetics), Contents (1. Organism That Persons -- 2. Landing Sites -- 3. Architecture as Hypothesis -- 4. Architectural Surround -- 5. Procedural Architecture -- 6. Notes for an Architectural Body -- 7. Two Architectural Procedures -- 8. Critical Holder -- 9. Daily Research), and Subjects (Gins, Madeline, Arakawa, Shusaku, 1936-2010, Architecture Philosophy, Architecture, Philosophie, Architektur).

If your title is available as an eBook, you’ll see a “View eBook” link which takes the user to a new page, where the user can read the book online or download the book, either in full or by individual chapters. Please note that not all titles are available digitally.

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The 'View eBook' page shows the book's title, authors, and availability. It states: "Your institution has unlimited access to this book." Below this, there are two options: "Read Online" and "Download Book". The "Read Online" option is highlighted with a red arrow. The "Download Book" option is also highlighted with a red arrow. The "Download Book" option has a sub-option: "Download PDF Chapter".

On the right side of the page, there are two statistics: "20 pages remaining for copy (of 20)" and "13 pages remaining for PDF print/chapter download (of 13)".

Below the statistics, there is a 'Description' section. It states: "This manifesto is a verbal articulation of the authors' visionary theory of how the human body, architecture, and creativity define and sustain one another. This revolutionary work by artist-architects Arakawa and Madeline Gins demonstrates the inter-connectedness of innovative architectural design, the poetic process, and philosophical inquiry. Together, they have created an experimental and widely admired body of work-museum." Below the description is a 'Show more' link.

The “Editions and Formats” link reveals different editions of a particular title. When requesting a specific title through Interlibrary Loan, as a general rule we recommend you choose the edition held by the greatest number of libraries. (If you need a specific edition, such as a rare first edition, contact the library staff.)

The screenshot shows the 'Architectural body' page. On the left, there's a red book cover. The main content area has a 'View eBook' button and a link to 'Explore all editions & formats'. A red arrow points from this link to a detailed view of the 'Explore Editions and Formats' page on the right. This page shows a table of editions with columns for Library, Format, Year, Language, and a list of libraries holding the item.

Library	Format	Year	Language	Libraries
Vermont College of Fine Arts Library and 1386 Libraries Worldwide	eBook	2002	English	1 Libraries Worldwide
Tuscaloosa - University of Alabama Press, ©2002.	eBook	2002	English	4 Libraries Worldwide

At this point you can do one of two things: click on the “Request Item” link or type your home zip code into the “Search Location” bar. The former allows you to request the item from VCFA; the latter allows you to search for a copy locally—if one exists, you will have access to the title more quickly than through the Interlibrary Loan system.

The screenshot shows the 'Architectural body' page with the 'Request Item' link highlighted by a red arrow. Below it, the 'Search location' bar is also highlighted by a red arrow, with the text 'your zip code here' inside. The word 'OR' is placed between the two options.

As indicated below, a library user in Atlanta (30309) will see that no public libraries near them own this title:

The screenshot shows the 'Libraries Worldwide' search results for zip code 30309. The search bar shows '30309' and the results table lists three institutions: Georgia Institute of Technology, Emory University Libraries, and Emory University Library, Special Collect Department.

Institution	Libraries	Distance
Georgia Institute of Technology	Georgia Tech	1.82 mi <a href="#">Map</a>
Emory University Libraries	Robert W. Woodruff Library	3.33 mi <a href="#">Map</a>
Emory University Library, Special Collect Department	MARBL	3.33 mi <a href="#">Map</a>

However, a user in Queens (11436) *does* have the option of checking the book out from their local library:

The screenshot shows the 'Libraries Worldwide' search results for zip code 11436. The search bar shows '11436' and the results table lists one institution: Queens Borough Public Library.

Institution	Libraries	Distance
Queens Borough Public Library	Queens Library: Queens Borough Public Library	2.49 mi <a href="#">Map</a>

Generally, the more scholarly, academic, or unusual the title, the less likely it is that a nearby public library will carry the item.

Clicking the “Request Item” button allows a library user to obtain an item from one of hundreds of thousands of libraries worldwide. When requesting a book, you must fill out the following ILL request form:

**Submit an Interlibrary Loan Request**

Request Type:

\* Required field

**About my item**

Title: \*  
Architectural body

Author: \*  
Madeline Gins

Publisher:  
University of Alabama Press

Place of Publication:  
Tuscaloosa

Date:  
2002

ISBN:  
9780817311681

OCLC#:  
49553377

Title of chapter:

**About my request**

ILL Type: \*  
LOAN

Needed before (yyyymmdd):  
(YYYY-MM-DD)

Comments:

Pickup Location:  
Ship to me

**My address and contact information**

First Name: \*  
Guest

Last Name: \*  
Guest

firstname.lastname: \*  
guest222222

E-mail Address: \*  
vcfa.library@vcfa.edu

Mobile Phone:  
802 828 8512

Please enter your preferred delivery address.

Address 1:  
VCFA Library

Address 2:  
36 College St.

City:  
Montpelier

Country:  
United States

State/Province:

Postal Code:  
05602

The form will autofill with the bibliographic information for your item. For book and other loans, you can specify a “Needed Before” date, a pick-up location (either “Ship to me” or “VCFA Library” if you live on or near campus), and your shipping address and your VCFA email.

The form for an article or other copy request is slightly different:

**Submit an Interlibrary Loan Request**

Request Type:

\* Required field

**About my item**

Journal Title: \*  
Architectural body

Date: \*  
2002

Volume:

Issue/Number:

Page Numbers: \*

Title of article or chapter: \*

Author of article:

ISSN:

**About my request**

Service Type: \*  
COPY

Needed before (yyyymmdd): \*  
(YYYY-MM-DD)

Comments:

**My address and contact information**

First Name: \*  
Guest

Last Name: \*  
Guest

firstname.lastname: \*  
guest.guest

E-mail Address: \*  
vcfa.library@vcfa.edu

Mobile Phone:

Please enter your preferred delivery address.

Address 1:

Address 2:

City:

Country:

State/Province:

Postal Code:

The form will autofill with bibliographic information if it is an article request, but for a copy of a chapter, the user must specify the requested chapter title and its page numbers. You can also add comments to convey additional information.

DVDs, musical scores, and all other physical materials that are not books or periodicals will appear as “Other” on the request form and can be treated just as a request for a book loan is.

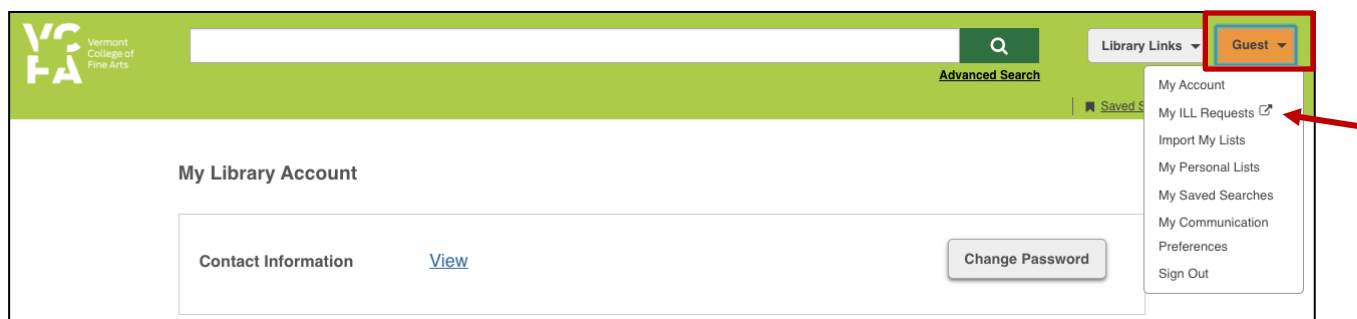
The screenshot shows the ILL Request form. At the top, the 'Request Type' section has three buttons: 'Article', 'Book', and 'Other'. The 'Other' button is highlighted with a red box. Below this, the form is divided into three main sections: 'About my item', 'About my request', and 'My address and contact information'. In the 'About my request' section, the 'Service type' dropdown menu is set to 'LOAN' and is also highlighted with a red box. The 'About my item' section contains fields for Title, Author, Publisher, Place of Publication, Date, ISBN, Volume, Issue/Number, Page Numbers, Title of chapter/section/paper, and Author of chapter/section/paper. The 'My address and contact information' section contains fields for First Name, Last Name, E-mail Address, Mobile Phone, Address 1, Address 2, City, Country, State/Province, and Postal Code.

Upon completion of the ILL Request form you will be taken to your account page, which will show the status of each ILL request. The status is updated as the request progresses from Submitted to In Transit. Once an item is received, the due date will appear in the Status column.

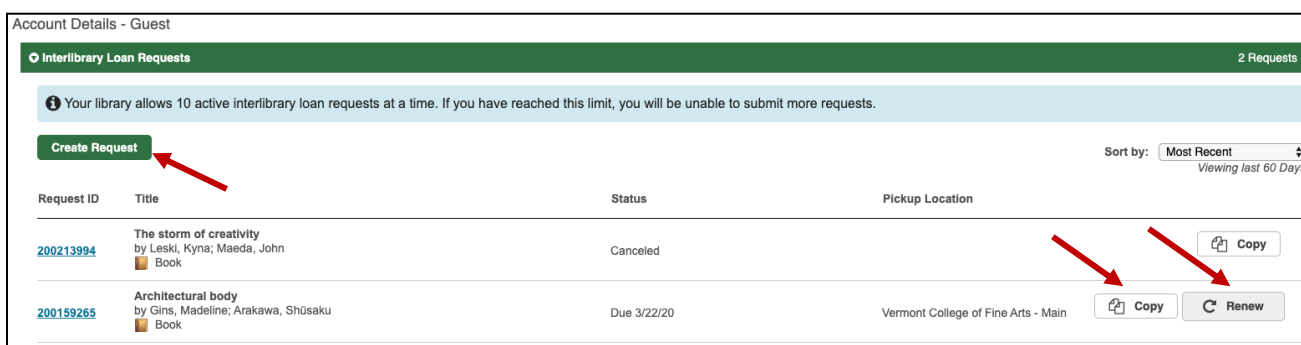
The screenshot shows the account page for the Vermont College of Fine Arts Library. The page title is 'Account Details - Guest'. Below the title, there is a section for 'Interlibrary Loan Requests' with a 'Create Request' button. A message states: 'Your library allows 10 active interlibrary loan requests at a time. If you have reached this limit, you will be unable to submit more requests.' Below this, there is a table of requests. The table has columns for Request ID, Title, Status, and Pickup Location. A single request is listed with Request ID '200159265', Title 'Architectural body / by Madeline Gins; Shūsaku Arakawa', Status 'Submitted', and Pickup Location 'Ship to me'. The 'Submitted' status is highlighted with a red box, and the 'Copy' button is also highlighted with a red box. A 'View more' button is located at the bottom of the table.

If a user realizes that a request was made in error, they have the option to cancel the request until a library staffer member sends the request to potential lenders (the cancel button will disappear once the request has been sent out).

You can easily keep check on your requests any time you're logged in to the catalog by selecting the "My ILL Requests" link from the drop-down menu under your Library username tab at the top of the page:



From here you can quickly request renewals for your current ILLs and keep track of requests you've previously made. You can use the "Copy" button to resubmit a previously filled, cancelled or unfilled request. You can also create a request from scratch using the "Create Request" button in their ILL account, but we do not recommend that you do this unless you have all the bibliographic information necessary to complete the request form.



### Finally, a few tips about Interlibrary Loan to keep in mind:

- Public libraries are a preferred resource for popular movies, recent best-sellers, the best selections of both current and 20<sup>th</sup> century literature, contemporary and creative non-fiction, and Children's/Young Adult resources including picture books, novels, and non-fiction.
- E-books **cannot** be ordered through Interlibrary Loan. If VCFA doesn't own a copy, check the "Editions and Formats" link for print editions.
- When requesting an article, follow the same procedure you would when requesting a book.
- Every ILL request must be completed individually.
- Library patrons are allowed to checkout up to ten ILL items at any one time. If you need more than ten, keep a list of your desired titles and once you return an ILL item to us, you can request another.

### Questions? Need more Help?

Email the library staff at [vcfa.library@vcfa.edu](mailto:vcfa.library@vcfa.edu) or call: 802-828-8512