


Requesting from Ontario Council of University Libraries

Follow these procedures to send requests to Ontario University Libraries that use VDX. It is the requesting library's responsibility to determine if the universities they send requests to charge a fee for interlibrary loan or not. There is a link on the SOLS website for Library and Archives Canada's "Interlibrary Loan Directory: symbols and Interlibrary Loan Policies in Canada" where you can check current ILL policy statement for the library in question.

[Interlibrary Loan \(INFO\)](#) / [Using VDX](#) / [ILL Directories and Lists](#)

ILL Directories and Lists

- [Ontario public libraries participating in INFO with VDX codes, delivery and contact information](#) 
- [Media Loan List](#)
- [Libraries with Book Club Sets](#)
- ➔ • [Interlibrary Loan Directory: Symbols and Interlibrary Loan Policies in Canada](#) Library and Archives Canada directory of contact information, symbols and Interlibrary Loan Policies of Canadian libraries.

If searched and sourced within INFO ...

1. Within INFO, search against the "Ontario Council of University Libraries" profile.

Current Profile: ▾

Search for:

Searchable Collections

- [Algoma University, Arthur A. Wishart Library](#)
- [Brock University](#)
- [Carleton University](#)
- [Lakehead University](#)
- [Laurentian University](#)
- [McMaster University](#)
- [Nipissing University](#)

2. Choose the record that you want to request.

1. [Native poetry in Canada : a contemporary anthology / edited by Jeannette C. Armstrong & Lally Grauer.](#)

Peterborough, Ont. ; Orchard Park, NY : Broadview Press, c2001.

Number of holdings: 1 | ISBN - 1551112000 | LCCN - 2001391278

Collection: University of Western Ontario

2. [Native poetry in Canada : a contemporary anthology / edited by Jeannette C. Armstrong & Lally Grauer.](#)

Peterborough, Ont. : Broadview Press, c2001.

Number of holdings: 1 | ISBN - 1551112000

Collection: Carleton University

3. [Native poetry in Canada : a contemporary anthology / edited by Jeannette C. Armstrong, Lally Grauer.](#)

Peterborough, Ont. : Broadview Press, 2001.

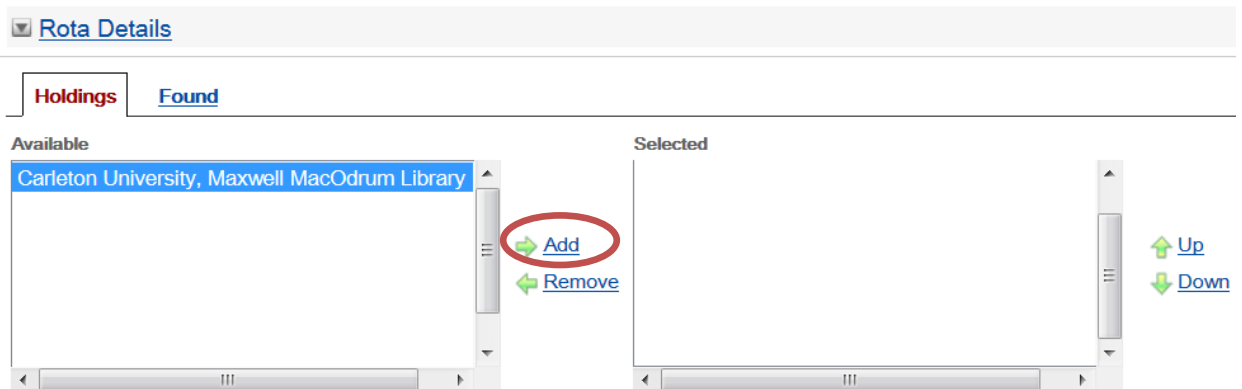
Number of holdings: 1 | ISBN - 1551112000

Collection: University of Windsor Leddy

3. If loan fees are unacceptable and you are uncertain if the lending library charges for loans or not, you should type a prominent statement in the Item Notes section.

- i.e. PLEASE DO NOT PROVIDE IF THERE ARE CHARGES FOR THE LOAN.
- i.e. PLEASE DO NOT PROVIDE IF CHARGES EXCEED \$20
- i.e. No charges. Our library has a reciprocal free loan agreement with your library.

4. In Rota Details section, select location in “Holdings” and use Add link to move location to “Selected” for the rota.



5. Change Authorization Status to “**Authorized**” and Submit the request.
You are authorizing the request to location(s) you have entered in the rota “Selected” box.

If searched and sourced in AMICUS...

In this example, you see that an Ontario University Library holds the item (i.e. OPET -Trent University) and you can choose to send them a VDX request.

A simple and quick way would be to note the ISBN from the AMICUS search results and do an ISBN search against the Ontario College & University Libraries profile in INFO and then follow through to place the request.

Locations

[New Search](#) | [Français](#) | [Comments](#) | [View List](#) | [Help](#)

AMICUS No. 22989374 **8 Location(s)**

[British Columbia Fruit Growers' Association. Protection for Canadian apples \[microform\] : a memorandum setting forth the present situation of the fruit-growing industry of Canada and in particular that of British Columbia. -- \[Victoria, B.C.? : s.n., 1915\] \(Victoria, B.C. : W.H. Cullin\)](#)

The information below is provided for interlibrary loans (ILL). To request the item, contact your local library for ILL services available to you.

| Library | Holdings Summary | Available for ILL |
|------------------------|---|-------------------|
| ACU | FC51 .C3496 NO.98097 | Yes |
| BVAS | CIHM no. 98097 | Yes |
| NBFU | | Yes |
| NSHD | F 1001 C1155 no.98097 | Yes |
| OOCIHM | 634.1109711 98097 | No |
| OONL | NL Stacks Mic.F.CC-4 98097 NL Stacks Mic.F.CC-4 98097 Copy 2 | Yes |
| OPET | | Yes |

Responding to Requests from Ontario Universities

If you receive a request from an Ontario University library, respond as you would any other VDX request with Non-Supply or Conditional or Will Supply or Shipped.

If you are Shipping the item, please be careful to ...

1. Check the Delivery Method when processing the Action: Shipped screen.
The Delivery Method may not come across in the ISO request message accurately and you may see it as "IUTS" or "Electronic Mail". If the item requested is "Loan" and "Printed" then your Delivery Method setting will be "Postal Delivery" as you will be mailing the item. Use the Library Material Rate Shipping Tool to create mailing label and prepaid return label.

Delivery Method

2. Charging for the loan is completely up to the lending library's policy. You may decide to lend without charge if that is your normal practice. If your charging policy is Reciprocal Charging then you will be charging the university for the loan if they do not lend free of charge to your library.

You may have an invoicing system to use with ILL items that you provide. If you do this infrequently and do not have an invoicing system you could type a statement in the Action: Shipped screen Public Notes area.

Provide address details where you want remittance sent. For example:

- Attention ILL Department at the library address in Shipped From section on this packing slip.
- Attention Finance Dept – ILL Accounts Receivable, Any Public Library, 123 Any St., Anytown, ON. L4M 1X7. (Provide address details if remittance location is different from library address in Shipped From section on the packing slip).

Public Note

4. Fill in the fee for the loan at the bottom of the Action: Shipped screen before submitting.

Ship Cost
Currency Canadian Dollar

5. Print your Shipping List. The price and Public Notes details will be printed on it.