

DePaul Rinn Law Library INTERLIBRARY LOAN (ILL) Frequently Asked Questions (FAQs)

Hours: Monday – Friday from 9am – 3pm

Website: <http://law.depaul.edu/library/research/interlibrary-loan/Pages/default.aspx>

Phone: (312) 362-5123

Email: rinnill@depaul.edu

How do I create an account?

I-Share URL: <https://vufind.carli.illinois.edu/vf-dpu/MyResearch/Home>

Instructions:

1. Enter the I-Share URL listed above into your browser.
2. Select “Create New Account”.
3. Fill out the form completely and click the submit button. (Note: The Borrow ID is the 14-digit barcode number on the back of your DePaul ID Card that begins with 20511 and not you 7-digit DePaul ID Number).
4. Click Login on the right hand side of the page.
5. Select Preferences from the right hand side of the page.
6. Make sure that DePaul University is selected as the preferred pick-up library.
7. Select the preferred pick-up location for your items.
(Note: LPC CIRCULATION is the default location).

Tipasa URL: <https://5391.account.worldcat.org/profile>

Instructions:

1. Enter the Tipasa URL listed above into your browser.
2. Login to your account with your Campus Connect username and password.
3. Once you login to Tipasa, your account is automatically created.
4. Click on the **Communication Preferences** tab to enter your email address and phone number.
5. NOTE: The default is set to **Do not send library account updates to me**. If you want to receive notifications from Tipasa, you have to enable notifications by selecting **Send library account updates to me**. You have the option of receiving notifications by email, text message, or both.

IMPORTANT: Tipasa only allows you to update your email address and phone number for communication purposes. If any other changes occur with your personal information such as your first name or last name please come to the Law Library’s circulation desk or email rinnill@depaul.edu.

What is my Library Barcode Number?

Your Library Barcode Number is the 14-digit barcode number on the back of your DePaul ID Card that begins with 20511. If you do not have your DePaul ID Card in your possession at the time you want to make a request but you know your DePaul ID Number use the following format **20511 + Your 7-digit DePaul ID Number + 00**. For an example if your DePaul ID Number is 1234567 then your Library Barcode Number would be **20511123456700**.

How long will it take to receive my item?

Unfortunately, no approximate time can be provided because the delivery time varies depending on how long it takes for the request to be filled and shipped.

I-Share: Items requested via I-Share typically arrive in 5 business days or less.

Tipasa: Items can take days, weeks and worst-case scenario more than a month.

What is the status of my request?

I-Share: Login to your account and select the “Requested Items” option on the right hand side of the page to check the status of your request.

Tipasa: Login to your account and under the Interlibrary Loan Requests tab there is column labeled Status.

How will I know when my item has arrived?

I-Share: An email will be sent to your email address on file when your item has arrived.

Tipasa: If your notifications are enable you will receive an email, a text message or both depending on what you selected for your communication preferences. If your notifications are disabled you will not receive any notifications.

NOTE: Please periodically check to make sure that your email address is up-to-date in I-Share and Tipasa so that you can receive your notifications.

Where do I pick up my item?

I-Share: It depends. You have the option to pick-up your item at any of DePaul's libraries (LAW, LOOP or LPC). You also have the option to pick-up your item at any I-Share library.

Tipasa: All Tipasa items are picked up from DePaul University's Law Library circulation desk (LAW CIRCULATION).

Once the item I requested arrives can someone else pick-up the item?

No, only the person who name appears on the paperwork for a requested item will be allowed to pick-up the item.

NOTE: You are required to have your DePaul ID Card to pick-up items requested through both I-Share and Tipasa.

Can I take items I borrowed out of the library?

I-Share: Yes

Tipasa: It depends. Most items you request can be taken out the library; however, some libraries such as the Library of Congress will stipulate that the items they loan can only be used inside the library (IN LIBRARY USE ONLY).

How long can I keep ILL items?

I-Share: The loan period is 28 days with a maximum of 3 renewals.

Tipasa: The loan period varies because the lending library determines the due date. Also, the lending library decides rather to approve or deny a renewal request.

NOTE: ALL ITEMS ARE SUBJECT TO RECALL AT ANY TIME.

Why is my library account blocked?

Failure to return an item on time (including recalled items) can result in overdue, lost item replacement and processing fees. Until the item is returned and/or fees are paid you will be blocked from using your library accounts, registering for classes, receiving your diploma and requesting your transcript.

What happened to the article that was electronically delivered to my Tipasa account?

Interlibrary loan articles are automatically deleted from the Tipasa after 30 days or 5 views (whichever comes first) so please remember to save an article immediately after it is downloaded.

Can I borrow items from libraries located outside the United States?

No, you can only borrow items from libraries that are located in the United States excluding Alaska and Hawaii.

Can I request the title page and table of contents for journal volumes or issues that are available in DePaul University's electronic database?

We do not fill any requests for the title page and table of contents for journals we have in our electronic database in which the format is PDF and pagination is included.

Can I request a textbook?

Yes, you can request a textbook as long as it is owned by another library; however, the most recent edition of textbooks are extremely difficult to borrow because most lending libraries have them on reserve. If you are able to get your textbook through ILL please remember the following: **ALL ITEMS ARE SUBJECT TO RECALL AT ANYTIME.**