

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

Hours: Monday – Friday from 8am – 4pm

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

Phone: (312) 362-5123

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## How do I access my library accounts?

### I-Share (Primo)

**I-Share URL:** [https://i-share-dpu.primo.exlibrisgroup.com/discovery/search?vid=01CARLI\\_DPU:CARLI\\_DPU&lang=en](https://i-share-dpu.primo.exlibrisgroup.com/discovery/search?vid=01CARLI_DPU:CARLI_DPU&lang=en)

Instructions:

1. Enter the I-Share URL listed above into your browser or scan the QR code.
2. Select **Sign in** located in the top right corner.
3. Select **DePaul University Users** and enter your BlueKey credentials. Click Sign in.
4. Make sure when requesting an item that **DePaul University (DPU) – Chicago, IL** is selected as the Pickup Institution.
5. Make sure when requesting an item that the Pickup location is **Rinn Law Library**.



### Tipasa

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

Instructions:

1. Enter the Tipasa URL listed above into your browser or scan the QR code.
2. Log in to your account with your BlueKey username and password.
3. Once you log in to Tipasa, click **My account** in the top right corner.



## What is my Library Barcode Number?

Your Library Barcode Number is the 14-digit barcode on the back of your physical DePaul ID card, which begins with 20511. If you have a mobile ID, select "More Information" and then "Show Barcode." If you do not have a physical ID or mobile ID 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 example, if your DePaul ID Number was 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 the amount of time 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:** Sign in to your account, click on your name in the top right corner, and select "**My Requests**" to check the status of your request.

**Tipasa:** Sign in to your account, and under the "**REQUESTS**" tab, there is a 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:** An email will be sent to your email address on file when your item has arrived.

**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 whose 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 you requested through both I-Share and Tipasa.**

## Can I take items I borrowed outside of the library?

**I-Share:** Yes

**Tipasa:** It depends. Most items you request can be taken out of the library; however, some libraries, such as the Library of Congress, will stipulate that the items they loan must be used inside the library only (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. In addition, the lending library decides whether 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?**

An electronic document is automatically deleted from your Tipasa after 30 days if you do not view it. If you view the document, you can access it as many times as you want for 60 days. After 60 days (if the document is viewed), it will be deleted. **Please remember to open and save all articles immediately after they are downloaded.**

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

No, you can only borrow items from libraries located in the 48 contiguous states (excluding Hawaii and Alaska).

### **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 databases, 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 editions of textbooks are extremely difficult to borrow because most lending libraries have them on reserve. If you can get your textbook through ILL, please remember the following:

- 1) **ALL ITEMS ARE SUBJECT TO RECALL AT ANY TIME.**
- 2) **DO NOT WRITE, UNDERLINE, OR HIGHLIGHT IN ANY LIBRARY ITEM.**