

ILL&DD SERVICE

(What It Is and How to Submit Your Requests)



SCHOOL
FOR ADVANCED
STUDIES
LUCCA

CONTENTS

BEFORE STARTING	4
INTERLIBRARY LOAN	5
DOCUMENT DELIVERY	6
BEST PRACTICES AND USEFUL LINKS	9

BEFORE STARTING

What is the InterlibraryLoan (ILL) and the Document Delivery (DD) service?

The Interlibrary Loan service enables IMT users to obtain materials which are not available in our collection but that are owned by other libraries in Italy and abroad. You can ask for books, part of a book, articles and many other documents.

- ILL abbreviation stands for **InterLibrary Loan** and you can use this service to ask books, DVDs, dissertations, theses, catalogues and other bibliographic material.
- DD abbreviation stands for **Document Delivery** and you can use this service to ask articles, book chapters, conference proceedings, catalogues, indexes and other documents.

Articles requested via Interlibrary Loan can often be delivered within few days. Other materials usually arrive within two weeks. You will receive an email when your materials are ready.

Who can submit a request and under what conditions?

Interlibrary Service is provided free of charge to all IMT users: PhD students, researchers, professors and administrative Staff. Users can ask up to a maximum of 3 books at a time and 15 documents per month.

When submitting a request users agree to respect the Italian Copyright law.¹

Before asking: is there something I should check first?

Before submitting a request, check that the item is not available in our catalogue, in one of the libraries of Lucca Library System (<http://www.bibliolucca.it>) or in open access.

IMT library won't ask for items that are owned by other public libraries in Lucca (such as Biblioteca civica Agorà, Biblioteca Statale di Lucca, Biblioteca Ludovico Ragghianti).

¹ See Library Copyright Guide.

INTERLIBRARY LOAN (ILL)

Use the InterLibrary Loan service to ask for **books, DVDs, dissertations, theses, catalogues** and other bibliographic material.

How can I submit a request?

To submit a request, write an email to **ildd@imtlucca.it** providing accurate and complete bibliographic data. It's always better to write down all the information instead of just copy-pasting a link. Links can become corrupted.

What do I have to include in my request e-mail?

To avoid delays in receiving items, make sure that bibliographic data are complete and accurate in your email. In particular, remember to write down **title, author and year of publication**. Don't forget to specify if you need a particular edition. Any other useful information is welcome!

How many requests can I submit?

It is possible to borrow **up to a maximum of 3 books at a time**. A limit of **25 books per year** is fixed for each user.

How long does it take to process my request and to obtain the book?

We process requests within two business days. The average delivery time depends on the home library and it is about 1-2 weeks for Italian libraries, 2-3 weeks for other libraries abroad. Some documents may take longer.

Where can I find the book when it arrives?

When the item arrives, we will notify you by e-mail. Materials borrowed by Interlibrary Loan **must be picked up in person** at the library desk.

Interlibrary Loan items come with a receipt where you can read the due date and other useful information provided by their home institution.

Some items for example are designated for in-library use only or are too fragile to be xeroxed. Library staff will instruct you about any restriction.

Can I ask for a loan extension, if I need one?

Interlibrary Loan items are not always eligible for renewal. That is why we suggest you to ask for a loan extension within a week before the due date. **The extension will be granted or denied by the home library** which has sent the book.

DOCUMENT DELIVERY (DD)

Use the Document Delivery service to ask for **articles, book chapters, conference proceedings, catalogues, index** and other documents.

What is Nilde and how can I submit a request?

Nilde (**Network for Inter-Library Document Exchange**) is a software that allows libraries to exchange documents requested by users in a quick and easy way. Most of the documents required by our users arrive at our library via Nilde.

With Nilde you can:

- submit journal articles or book chapter requests to your library;
- obtain the printed version of your document within 2 working days;
- follow the status of your requests;
- tag and classify your documents.



How can I create an account?

If you're using Nilde for the first time, go to <https://nilde.bo.cnr.it/> and create your own account.

1. Click on *Register to the NILDE service of your library*;
2. The system will ask you if you have an institutional **IDEM-GARR account**. Select YES;
3. Select **IMT Lucca** as your institution and insert your IMT username and password (the same you are using for canteen reservation);
4. Click on *New user* and choose *Biblioteca IMT Alti Studi Lucca* as your library;
5. Fill in the form with all mandatory information;

The Library will receive your registration request and will enable your profile by sending you a confirmation email.

- Once you have been registered on Nilde for the first time, always use your institutional account to log in (*Login Idem-Garr*).

How can I submit a request?

In order to submit a request you have to log in (if you don't have an account, follow previous instructions) and click on *Insert new*.

Select the document type between **Journal article** and **Part of a book**.

Complete the form with the bibliographic information of the document you need and submit your request.

Additional data

Personal notes

ADD YOUR PERSONAL NOTES HERE

* required fields

Location notes

Location:

URL:

File on your disk:

Save

Notes to the library:

If the library has to face additional ILL costs it will be charged to you or your institute/department:

I DON'T ACCEPT additional costs

I'D LIKE TO KNOW the amount BEFORE to decide

I DON'T ACCEPT additional costs

I ACCEPT any additional costs

Request

Unless the document licence states otherwise, **the library must deliver just one single copy to the user [MM1] in paper format** and destroy the digital one. The copy obtained by the user is for personal use and must be used for research and study purposes only. [MM2]²

² See Library Copyright Guide.

BEST PRACTICES

- Always respect the **due date** and the home institution instructions about their items;
- Make sure that **bibliographic data** are **complete and accurate** in your email or in your Nilde submission;
- If you don't exactly know what you are looking for, try to ask for the book index first;
- Use **Unpaywall** browser extension to detect open access papers and articles on the website;
- If you have any questions about the service **ask the Library Staff** by email (ildd@imtlucca.it) or in person. We'll be glad to help you!

USEFUL LINKS

Bibliolucca. Lucca Library System Catalogue: <http://www.bibliolucca.it>

Nilde: <https://nilde.bo.cnr.it/>

Unpaywall browser extension: <https://unpaywall.org/products/extension>



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