How Do I Locate an Item?

Four steps for locating items both at your home library and other affiliated libraries.

You will need a current library account to order materials through the library catalog, LINK+ and Interlibrary Loans. To check out items ordered at your home library or “pick up anywhere” location you will need an Alliant ID card with the 14-digit barcode.

Books, Media and Some Dissertations

1. Items available at your home library (http://library.alliant.edu).
   Search the Classic Catalog or Encore by author, title or keywords. If available at your home library you can put a hold on item (using the request button). Depending on staffing levels, you may have to retrieve the book from the library stacks if it isn’t on the hold shelves at the Circulation Desk.
   - You can put a hold on your home library’s copy even if it is checked out but you should also check to see if the item is available at one of the other main Alliant libraries or from LINK+.
   - Course reserve items, reference materials, and all of the Sacramento or Irvine collections are not requestable even if the status is “available”.
   - Do not use the “Request” function for journal articles. See below for information on requesting journal articles.

2. Items available at other Alliant libraries:
   If an item is checked out or not available at your home library but is available at one of the other main Alliant libraries (Los Angeles, Fresno, San Diego, and/or San Francisco) you can have it sent your home library. After locating the item in the Library Catalog click on the “Request” button. Items usually arrive in 3-7 days and are held for 10 days. Books check out for 28-days with two 28-day renewals and media usually checks out for 7-days with one 7-day renewal. If an item has additional holds it cannot be renewed.

3. Items available on the LINK+ web site (http://csul.iii.com):
   Items not available in the Alliant Library catalog may be available through LINK+, a consortium of over 45 academic and public libraries in California and Nevada. Items usually arrive in 4-7 days and are held for 10 days. The loan period is 21 days with one 14-day renewal (if no other holds are placed on the item). All items must be returned after 5 weeks (3 week original checkout and 2 week renewal). No further extensions are possible. If there is another copy of the item available you can try requesting it about a week before the due date. There is no charge for items requested but overdue fines are $1.00 per day per item. Replacement cost for a lost or damaged item is $115.00. Do not remove the band or label from any loaned book.
   - Visiting Patron: Most of the LINK+ libraries allow “visiting patrons”. With your Alliant ID card, you can go directly to the loaning library to check out items. Items can be returned to the loaning library or to your home library. If you have overdue fines or late books you may not be able to check out items.
   - Pickup Anywhere: LINK+ books can be sent to the nearest participating LINK+ library instead of your home library. Alliant owned books will only be available for pickup from an Alliant Library.
   - Pick up items promptly: (within 10 days for paged or LINK+ items) or they will be sent back to the loaning library.
4. Interlibrary Loans:
After you have checked the Library and LINK+ catalogs and the item is not available you can try requesting it through interlibrary loans. From the Alliant Library home page select “Interlibrary Loan”. On the Interlibrary Loan Request page select the appropriate tab (book or dissertation). If you are looking for a chapter in a book please request the entire book (not just the title of the chapter). Don’t forget to search the library catalog first for the book title (not the chapter title). Typical interlibrary loans are free, but special requests may have a charge.

Books:
To submit an interlibrary loan request for books complete the appropriate form on the Interlibrary Loan Requests page. Requested items usually take 7-28 days to arrive depending on the location of the loaning university and the number of libraries the request is sent. Typically the request is sent to five libraries and each library has up to 8 days to process the loan or cancel it and sent it off to the next library on the form. This is why a request could take up to 2 months to be filled. The borrower is responsible for returning materials on time and paying for damaged or lost materials, and any overdue fines.

Dissertations:
Before submitting an interlibrary loan request for a dissertation please check ProQuest Dissertation and Theses. Most dissertations published since 1997 are available full-text (PDF format). For pre-1997 dissertations select the appropriate tab from the Interlibrary Loan Requests page. Recently published dissertations may not be available for loan or available on the ProQuest database. Usually it takes about 3-6 months from submission to appear in the database.

Journal articles:
Use the “Request a JOURNAL ARTICLE on interlibrary loan” only if the journal is not available in paper at your home library or full-text online in one of the research databases or journal packages. Search Encore or Online Journals to check availability. If you need assistance with checking the availability of a journal please call the reference department of your home library or email library@alliant.edu.

Purchase Suggestions:
You can make purchase suggestions for recently published, non-textbook titles that you think your home library should own. Titles should support the curriculum. Submit your request through the link in “my library account”. Purchase suggestions can take 2-6 weeks to arrive in the library so plan ahead.

Library Locations: http://library.alliant.edu/screens/locations.html
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