Frequently Asked Questions

The Law Library participates in the UNC libraries' campus delivery service, providing books and articles to faculty, students, and staff. Items not available on this campus may be requested through the Law Library Interlibrary Loan (ILL) service. The libraries use an automated system, ILLiad, to handle both campus and ILL requests.

Law firms and law professionals may request items directly by completing an online request form. Other libraries should submit Interlibrary Loan requests using OCLC or other standard procedures.

Law Firms and Law Professionals

Lending to Other Libraries

Campus Delivery FAQ

How can I obtain materials that are available in campus libraries?

To obtain materials that are available in campus libraries, including the Law Library, find the item in the UNC library catalog and select the "Request this item" link. Logon to ILLiad with your Onyen and password and submit the request for the materials you need. (Note: Before making your first request in ILLiad, you will need to logon and complete a brief registration form.)

What materials are not available through the campus delivery system?

Reserve materials, reference books, audio-visual and DVD materials, and any titles with a status of "Library Use Only" are generally not available through campus delivery.

How long will it take to get campus delivery items?

You should receive these items within two or three business days. You will be notified by email once the items arrive at the Law Library Circulation Desk. Materials will be checked out on your library account using your UNC OneCard.

How long can I keep items from campus libraries?

The owning library determines the loan period for each item. Check inside each book to determine the due date.

How can I find out what I have checked out from campus libraries?

Go to My Library and logon with your Onyen and password. Select "Items Currently Checked Out" to see a list of titles, along with the due dates.

How can I renew materials from campus libraries?

Campus items that are renewable may be renewed by going to My Library and logging on with your Onyen and password. There is a limit of three renewals per item.

Interlibrary Loan FAQ (UNC Law Faculty, Students, and Staff)

What is Interlibrary Loan?

Interlibrary loan is a service that helps UNC School of Law students, faculty, and staff obtain materials unavailable in UNC campus libraries. This includes items that the libraries do not own, as well as items that are currently checked out, lost, or missing from the libraries' collections.

What can I request through Interlibrary Loan?

We will attempt to obtain any type of library material. However, audio-visual materials, whole journal volumes, genealogical sources, unpublished manuscripts, newspapers, and materials that are rare, fragile, or in high demand are often hard to get.

How do I place an Interlibrary Loan request?

1. Begin by checking the UNC Libraries online catalog. Electronic subscriptions can also be located through the online catalog. If you are unsure about specific citations or titles, please check with reference staff. If the item is available on this campus, use the "Request this item" button.
2. If you are unable to locate the item at UNC, submit an ILL request. Logon to ILLiad using your Onyen and password. (Note: Before making your first request in ILLiad, you will need to logon and complete a brief registration form.) On the request form, fill in as many fields as you can, providing as much information as you have.
3. Once you have completed the online form, submit your request.

How long will it take for my materials to arrive?

If the requested materials are available from a TRLN library (Duke, NCCU, or NCSU), then they should arrive at the Law Library within two or three business days. Otherwise, it could take anywhere from five days to two weeks to receive the materials. If you have questions about a request you submitted, contact Interlibrary Loan staff directly to check on the status of your request.

How will I know when my Interlibrary Loan materials arrive?

You will be notified by email to the address you provided when you registered in ILLiad.

Where do I pick up my materials?

Books and other print materials must be picked up at the Law Library Circulation Desk. Notify the desk staff that you need to pickup an Interlibrary Loan item. You must sign for any Interlibrary Loan requests; Interlibrary Loan items are not checked out on your OneCard, but are tracked through ILLiad. Articles are delivered electronically and can be accessed through your ILLiad account.

How long can I keep Interlibrary Loan materials?

The loan period is set by the lending library and generally ranges from three to eight weeks. Due dates are printed on the pink band around the front cover of the book. You may also check an item's due date on ILLiad by logging on to your ILLiad account. This date may change based on renewals or recalls.

How can I find out what I have currently on loan through ILL?

Logon to ILLiad and select the "Checked Out/Renew Items" view.

How do I renew Interlibrary Loan requests?

If an item is renewable, you may request a renewal by logging on to ILLiad or by contacting Interlibrary Loan staff directly. Interlibrary loan staff will attempt one renewal on your behalf; a new due date will display in ILLiad. If the pink band is marked "NO RENEWALS," we cannot renew your item, and it is due back by the due date printed on the band.

I received an email notifying me that my Interlibrary Loan request is due back immediately, but I still need the book. What do I do?

When an item is recalled or if a renewal request was denied by the lending library, you will receive an email notifying you that the item is due back immediately. We must return the item to the lending library, or we risk losing borrowing privileges. If you still need the item, submit another request for the item and return the item you have. We will work to quickly obtain another copy of the item so that you may continue to use the materials.

How much will Interlibrary Loan cost me?

Most libraries do not charge for lending materials, while the fee for photocopies is set by each library. If a library charges a fee, including fines for overdue or lost materials, the patron is responsible for these charges. (Student law journals are exempt from the standard ILL fees, but will be billed for overdue or lost book fines.)

Last Updated: 10/11/2012