

Requesting Books Using *Link+*

What is *Link+*?

Link+ is a cooperative library project that links the catalogs of participating libraries. It allows USF patrons to electronically request an item from another *Link+* library, and have it quickly delivered to the USF library. **Journal articles cannot be requested through *Link+*.**

Who is it for?

Link+ is available to current faculty, staff, and students at USF, excluding the Law School.

How long does it take?

The time between making a request for an available item and picking up the item is approximately 4 business days.

Where do I pick up my *Link+* items?

Patrons can choose where to pick up their *Link+* books from among 30 libraries in California and Nevada. When requesting a book, the default pickup location is USF Gleeson Library/Geschke Center Circulation Desk, located on the 1st floor of the library. Items are held for 10 days at each pickup location.

Where do I return my *Link+* items?

Return your *Link+* books to USF Gleeson Library/Geschke Center or the library at any of the 30 Pickup Anywhere participating institutions listed at http://csul.iii.com/screens/participating_list.html

How many requests can I make?

Patrons may have up to 15 *Link+* items and outstanding requests at one time.

How do I request an item?

- Search for the item in the *Ignacio* library catalog

- If USF does not have the item you want, click on the *SEARCH LINK+* button at the top of the screen.
 - If the item you want is found, select its record. Select the option to view which *Link+* libraries have the item.
 - If the item is available at a library, click on *Request This Item* and follow the directions.
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How long can I keep items?

The loan period is 21 days with renewal requests allowed one time only for 14 days.

How do I renew items?

Renewal requests are requests only as the institution that owns the materials may deny the renewal. If the request to renew is accepted, the renewal period is 14 days. You can renew materials online two days before and up to two days after the due date.

What are *Link+* fines and replacement costs?

- The overdue fine for items returned after the due date is \$1.00 per day per item.
 - Replacement cost for lost or damaged *Link+* books is \$115.00 each
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How do I check the status of a *Link+* request?

You may monitor the status of *Link+* requests in [View Your Library Record](#). Click on the link for [View Your Library Record](#) on the library's homepage. *Link+* requests are listed under "holds." When the status indicates "Link+ RECV'D," the item is ready for pickup.

To receive an email when your item arrives, sign up for email notification by going to [View Your Library Record](#). After entering your name and University ID number, select *Modify Personal Information*. Select the button for email and enter your email address.

How can I cancel my request?

You may cancel your request(s) by going to [View Your Library Record](#). Only requests that have a status of "Requested" may be cancelled. To cancel requests that are "In Transit" or "Link+ RECV'D" call the Interlibrary Loan Office at 422-5385.

Questions?

Call the Interlibrary Loan office at 422-5385 or email ill@usfca.edu.