



Request multiple copies

THE BASICS

The Relais ILL system can be used to acquire multiple copies of a title when:

- 1) RILINK members have some copies available, but not enough to fill your needs
- 2) RILINK members have no copies available

Always request any available copies of the desired title through RICAT first before submitting a request for multiple copies from Relais.

Do not use Relais to place multiple copy requests. Do not even request the first copy of multiple copies through Relais. RILINK staff must process these requests. See below.

THE DETAILS

After you have used the Relais RI-One Catalog Z39.50 multi-OPAC search tool to determine the availability of titles, send an email to Zach Berger [zach.rilink at gmail.com] with the following required information:

- *Title of publication
- *Author of publication
- *ISBN
- *Publisher, publication date, place of publication
- *Preferred format and/or edition (hardcover, paperback, DVD, VHS), if required, and if not obvious from publication information
- *Patron name or ID for each copy to be requested (necessary for RICAT processing)
- *Total number of copies needed
- *Need By date – please allow a minimum of three weeks for processing and delivery of multiple copy requests (some requests can take longer)

Once the multiple copy request has been processed through Relais, all other processing resumes in RICAT – the same as for any other Relais ILL request.



Renew a Relais ILL title

Relais ILL titles are generally due 3 weeks from the date the title appears in your LORI ILL shipment. Some titles are non-renewable. Contact Zach Berger at zach.rilink at gmail.com for more information or to inquire about renewing titles.