Following a brief description of the New York State Interlibrary Loan Network (NYSILL), this manual covers the following areas: (1) how requests are referred through the NYSILL network, (2) who may use NYSILL, (3) what materials may be requested under the NYSILL program, (4) what materials may not be requested under the program, (5) how to submit requests, (6) reports on interlibrary loan transactions, (7) policy governing the loan of materials, (8) the NYSILL policy, and (9) the contracting libraries in NYSILL. A directory of NYSILL contracting libraries is also included. (NH)
NEW YORK STATE INTERLIBRARY LOAN NETWORK

NYSILL MANUAL

Revised
May 1970

The University of the State of New York
The State Education Department
Division of Library Development
Albany 12224
THE UNIVERSITY OF THE STATE OF NEW YORK

Regents of the University (with years when terms expire)

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Vice Chancellor - - - - - - - - - - - - - - - - - - White Plains

1978 Alexander J. Allan, Jr., LL.D., Litt.D. - - - - - - - - - - Troy

1973 Charles W. Millard, Jr., A.B., LL.D., L.H.D. - - - - - - Buffalo


1975 Edward M. M. Warburg, B.S., L.H.D. - - - - - - - - - - New York

1977 Joseph T. King, LL.B. - - - - - - - - - - - - - - Queens

1974 Joseph C. Indelicato, M.D. - - - - - - - - - - - - - Brooklyn

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1979 Francis W. McGinley, B.S., LL.B., LL.D. - - - - - - - - Glens Falls

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1971 Kenneth B. Clark, A.B., M.S., Ph.D., Litt.D. - - - - - - Hastings on Hudson

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1983 Harold E. Newcomb, B.A. - - - - - - - - - - - - - - Owego

1981 Theodore M. Black, A.B. - - - - - - - - - - - - - Sands Point

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Ewald B. Nyquist

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E. J. Josey
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THE NEW YORK STATE INTERLIBRARY LOAN NETWORK (NYSILL)

In April 1967, the New York State Library initiated a pilot experiment in compensated interlibrary loan designed to make the resources of a number of the great research collections of New York available to all researchers in the State. The NYSILL Program has continued and grown since 1967, retaining most of the original design with a few modifications.

The New York State Library serves as the hub, monitor, and referral agency of the NYSILL Network.

1. Any library in the State can transmit requests for library materials to the New York State Library by teletype or by mail. The request is searched in the New York State Library's collection.

2. If the material is available from the New York State Library collection, the original or photocopy up to 24 pages is sent to the library originating the request.

3. If the material is not available at the State Library and is coded for referral, it is referred either to an area referral library or to a subject referral library. The professional staff of the State Library's Interlibrary Loan Section determines to which library or libraries requests are referred on the basis of geographical location and level of material requested.

4. Referral libraries send the materials to the library originating the request. The State reimburses referral libraries for all requests searched and for all requests filled.

5. Libraries receiving materials through NYSILL are responsible for returning the materials directly to the supplying library.

Area Referral Libraries

Three of the largest public libraries in the State with broad general collections serve as area referral libraries. Requests for more popular or general materials which cannot be filled by the State Library are referred to the area referral libraries.

Brooklyn Public Library (code letters: NB) generally receives referrals from the Westchester Library System, Nassau Library System, and Suffolk Cooperative Library System.


Subject Referral Libraries

Nine research libraries serve as subject referral libraries. Each of the libraries has contracted with the State to supply on interlibrary loan, through NYSILL, materials in specific subject areas (see Chapter XI, "Directory of NYSILL Contracting Libraries"). When requests for research materials cannot be filled by the State Library, they are referred to the most appropriate subject referral libraries. Requests can be referred to several libraries in succession if they are not filled at the first referral source. The subject referral libraries are:

The New York Public Library Research Libraries (code letters: NN)
Engineering Societies Library (code letters: NNE)
New York Academy of Medicine Library (code letters: NNN)
Union Theological Seminary Library (code letters: NNUT)
Columbia University Libraries (code letters: NNC)
Cornell University Libraries (code letters: NIC)
Teachers College Library (code letters: NNCT)
New York University Libraries (code letters: NNU)
American Museum of Natural History Library (code letters: NNM)

All contracting referral libraries have teletype service for the receipt and transmission of requests. Referral libraries send materials directly to the requesting library and report on each request to the State Library within 5 days. If the referral library cannot supply the material, it refers the request to the next referral library indicated in the State Library's routing until all have acted upon it. Requesting libraries with teletype facilities should call the State Library at least once a week in order to receive reports on outstanding requests.

Both the 22 public library systems (see map) and the nine library reference and research resources systems (see map) are involved in the NYSILL Program. Several of the public library systems transmit requests to the State Library from public, academic, and special libraries in their areas. Two of the reference and research resources systems have been operating experimental regional systems within NYSILL and several have contracted for the use of public library system delivery services to speed interlibrary loans to academic and special libraries.
HOW REQUESTS ARE REFERRED THROUGH THE NYSILL NETWORK

Usual Referral Patterns

Interlibrary loan requests are received in the Interlibrary Loan Section of the New York State Library by teletype or mail. Teletype requests can be handled more rapidly, but all requests are examined as quickly as possible for codings and completeness of information provided. The originating libraries and intermediate transmission libraries are expected to provide correct and verified citations. If the request cannot be verified, the source of the citation should be indicated, or if neither verification nor source is available, the request must indicate that it could not be verified. Requests without a verification statement will not be referred by the State Library.

All requests are searched in the New York State Library's own collections. If the material is available for circulation, it is provided in the original or in photocopy and mailed to the requesting library.

If it is not available from the State Library, the request is reviewed by the Interlibrary Loan Section's professional staff and routed for referral to one or more subject or area referral libraries based on the geographical location of the requesting library, or on the level and subject area of the request. The State Library will refer all requests which are eligible for referral, and eligibility is determined by the completeness of information provided (see Chapter VI, "How To Submit Requests").

Referral libraries search their own collections for each request. If the material is available, it is sent directly to the requesting library. If it is not available, the request is referred to the next library indicated in the routing, and a report is submitted to the State Library indicating the action taken.

When the request has been acted upon by all designated referral libraries, the State Library will send a final report on the transaction to the transmission site.

Special Referral Patterns

Direct requests

Academic libraries in the State with collections of 1 million or more volumes may bypass the State Library under certain conditions. The central library of such an academic library may submit a request directly to the central library of the subject referral libraries participating in NYSILL. Branches of academic libraries with million-volume collections may not submit requests directly and no direct access request may be

1 The latest official certification of collection size on record with the State Education Department will be used to identify such institutions.
2 With the exception of the Health Sciences Library of the State University of New York at Buffalo.
submitted to branches of the subject referral libraries nor to any area referral libraries. The academic libraries using the direct access option are required to submit a copy of the request to the State Library at the time the request is initiated. Each direct access request must be assigned an identification number distinguishable from and compatible with other NYSILL codings in order to enable the State Library to keep a record of the handling of these requests. A direct access request should have a unique number. If the request is unfilled and sent to another subject referral library, it should have a different number. A direct access request also should have a "D" following the system code to distinguish it from requests routed to the State Library, e.g. NIC D6-1.

The New York Public Library Research Libraries also have been accorded the direct access option, and each of the subject referral libraries is permitted to submit requests directly to the other subject referral libraries.

Urgent requests

Two categories of requests can be designated as "urgent" by the originating library:

1. Medical requests submitted by physicians or hospital libraries which require rapid handling;

2. Requests submitted by college or university faculty members or by researchers in business or industry which carry a reasonable deadline date.

Requests in these categories marked "urgent" will be given top priority handling at the State Library. Caution in the use of the "urgent" category is indicated. The designation is being handled as a monitored experiment to determine quantity, fill rate, and elapsed time for such requests.
WHO MAY USE NYSILL?

The New York State Interlibrary Loan Network is intended to serve the entire research community of New York State. Students, faculty members, independent researchers, professionals, and the general public are all part of the research community and entitled to use the services of NYSILL. Only two categories are specifically excluded from referral beyond the State Library in the NYSILL Network: persons under 18 years of age and inmates of mental or penal institutions. Libraries submitting requests are expected, however, to exercise professional judgment which will determine the seriousness of an inquirer's request without in any way limiting his freedom of inquiry.

Medical libraries that wish to transmit requests from physicians, that are not filled in NYSILL, to the National Library of Medicine should inquire in advance of submission of requests to NYSILL about the format in which these requests must be submitted and what information must be included in the request. These inquiries should be made to Marcia Davidoff, Associate Librarian, New York State Library Medical Library.

The New York State Library's policy of serving all citizens of the State remains unchanged. Any library in New York State may submit interlibrary loan requests to the State Library.
WHAT MATERIALS MAY BE REQUESTED UNDER THE NYSILL PROGRAM?

In general, books and other monographic works which may safely be sent through the mails, and articles in periodical and serial publications not more than 24 pages in length may be requested from the State Library. When the State Library cannot supply, requests will be referred to appropriate participating libraries.

The State Library reserves the right to supply materials in photocopy. Material up to 24 pages will be supplied free of charge. Photocopy in excess of 24 pages is supplied at a charge of 10 cents per page, for the number of pages in excess of 24. When a request is submitted for materials in excess of 24 photocopy pages, it should be accompanied by a statement indicating that the patron is willing to pay the charges for the total number of pages.

The referral libraries will supply up to 24 pages of photocopy free. Payments for photocopy in excess of 24 pages may be determined by the referral library's own policy which may differ in each institution. When a request is submitted for materials in excess of 24 photocopy pages, it should be accompanied by a statement indicating that the patron is willing to pay the charges for the total number of pages.

For researchers who feel they must survey a periodical volume's content, a request may be submitted for the table of contents or index. A second request may then be submitted for the specific pages needed.
WHAT MATERIALS MAY NOT BE REQUESTED UNDER THE NYSILL PROGRAM?

Fiction. Requests for fiction will be searched and supplied, whenever possible, from the New York State Library's collection. The requests will not be referred unless accompanied by a statement indicating the material is needed specifically for a serious research project.

Textbooks. Requests for textbooks will not be referred.

Current publications. Monographs published in the current year should not be requested unless they have been published by learned societies and are not available through regular book trade channels.

Materials in popular demand. How-to-do-it books, recreational materials, and books on college reading lists are not likely to be supplied by NYSILL. Two "in circulation" reports at any time in the chain of referral will be interpreted as indicative of popular demand and will render the request ineligible for further referral.

Nonresearch materials. Self-help books, cookbooks, sports, recreation, and hobby materials, and elementary foreign language grammars are not eligible for referral unless accompanied by a statement indicating a specific and serious research need.

Reference works. Standard reference works are generally not available through the NYSILL Network. Photocopy of specific pages or a superseded edition may be available, and requests for such materials should be specifically worded.

Genealogy. Materials in genealogy are not generally available through interlibrary loan. Occasionally, microfilm is available and requests should specifically indicate microfilm, if it can be read or copied locally. No reference work on genealogy is available through the NYSILL Network.

Rare books. Rare and unique volumes are not available through interlibrary loan. Specific pages may be photocopied when the condition of the material permits. Requests should cite specific pages desired.

Children's books. Requests for children's books are not eligible for referral unless accompanied by a statement indicating a specific and serious research need.

Multivolume sets. Books published in more than three volumes are not available through interlibrary loan. Requests for photocopy of table of contents, index, or specific pages will be honored in the NYSILL Network.

Restricted materials. Requests for material which the originating or the transmitting library owns but does not circulate or copy should not be submitted to the NYSILL Network.
Paperbacks. Requests for in-print paperbacks priced at less than $5 should not be submitted unless they are published by learned societies or are unavailable through regular book trade channels.

Subject requests. The New York State Library will accept and service requests requiring reference work, but such requests are not eligible for referral in the NYSILL Network.

Evaluation of eligibility for referral. The New York State Library will review requests to determine suitability of requests for referral and the routing of referrals. Mail requests deemed ineligible for referral will be returned to the sender; teletype requests considered ineligible will be so reported to the request transmission site.
VI

HOW TO SUBMIT REQUESTS

Interlibrary loan requests may be submitted by mail or by teletype (TWX). Teletype requests receive priority.

Libraries submitting requests by mail are asked to use the New York State Library Request for Interlibrary Loan form. This form may be obtained in quantity from:

New York State Library
Interlibrary Loan Section
Albany, New York 12224

Requests from physicians may be referred to the National Library of Medicine if not filled in NYSILL. Additional information is required by NLM. Hospital libraries and/or physicians who may wish to make use of this service should contact Marcia Davidoff, Associate Librarian, New York State Library Medical Library, for specific instructions on initial submission to NYSILL.

Libraries which customarily use the ALA-approved interlibrary loan form may submit requests on this form. However, because they must be transferred to a format suitable for handling by the State Library, there may be some delay in servicing these requests and in referring such requests into the NYSILL Network.

Mail Requests

The following information is needed for mail requests:

A. Books and monographs (see Exhibit A.1)

1. Author
2. Title
3. Place of publication, publisher, copyright, and publication date
4. Name of requesting institution
5. Mailing address of requesting institution
6. Signature of borrower or responsible library employee
7. Date after which material is not wanted

B. Periodicals and serials (see Exhibit A.2)

1. Name of periodical/serial
2. Volume number and exact date of periodical
3. Author of article
4. Title of article
5. Name of requesting institution
6. Mailing address of requesting institution
7. Signature of borrower or responsible library employee
8. Date after which material is not wanted
### Sample Mail Request

#### Book/Monograph:

<table>
<thead>
<tr>
<th>Class Mark of Availability</th>
</tr>
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<tbody>
<tr>
<td>NEW YORK STATE LIBRARY - INTERLIBRARY LOAN</td>
</tr>
<tr>
<td>FOR REPLY ON UNFILLED REQUEST SEE REVERSE</td>
</tr>
<tr>
<td>AUTHOR (or date paid)</td>
</tr>
<tr>
<td>1. HARRIS, WHITNEY R.</td>
</tr>
<tr>
<td>2. TYRANNY ON TRIAL: THE EVIDENCE OF NUREMBERG</td>
</tr>
<tr>
<td>PLACE, PUBLISHED, DATE OF PRINT</td>
</tr>
<tr>
<td>3. DALLAS, SMU. 1954</td>
</tr>
<tr>
<td>4. PATTERSON LIBRARY</td>
</tr>
<tr>
<td>5. WESTFIELD, N.Y. 14787</td>
</tr>
<tr>
<td>6. SIGNATURE</td>
</tr>
</tbody>
</table>
| 7. A. 3.
| 8. 341 |
| 9. S |
| 10. VERIF: BIP, 67 |

#### Periodical/Serial:

<table>
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<tbody>
<tr>
<td>NEW YORK STATE LIBRARY - INTERLIBRARY LOAN</td>
</tr>
<tr>
<td>FOR REPLY ON UNFILLED REQUEST SEE REVERSE</td>
</tr>
<tr>
<td>AUTHOR (or date paid)</td>
</tr>
<tr>
<td>1. JOURNAL OF SCHOOL HEALTH</td>
</tr>
<tr>
<td>2. V. 32 APR. 1962 PP 134-8</td>
</tr>
<tr>
<td>3. JOHNSON, W.R. AND E.G. BELZER</td>
</tr>
<tr>
<td>4. LANGUAGE IN RELATION TO HEALTH</td>
</tr>
<tr>
<td>5. ST. LAWRENCE UNIV. LIB.</td>
</tr>
<tr>
<td>6. CANTON, N.Y. 13617</td>
</tr>
<tr>
<td>7. SIGNATURE</td>
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<td>8. 370</td>
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<tr>
<td>9. S</td>
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<tr>
<td>10. VERIF: EDUCATION INDEX, 13</td>
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<tr>
<td>11. 7/61-6/63</td>
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</table>

### Request for Interlibrary Loan

NEW YORK STATE LIBRARY
ALBANY, NEW YORK 12224
Request for Interlibrary Loan

Please use the front of this form for author and title requests only. Subject requests may be submitted in the box below or by letter if complex.

Please use this box for subject requests when you do not know the title of the book you wish.

Report on Unfilled Request

- [ ] 1. Not in Library
- [ ] 2. Ordered. Not yet on shelves. Shall we reserve?
- [ ] 3. Out. Shall we reserve?
- [ ] 5. Periodical which does not circulate
- [ ] 6. In bindery
- [ ] 7. Rare. Not circulated.
- [ ] 8. Size and format require expensive packing and high insurance.
- [ ] 9. Reserved for use in Library
- [ ] 10. Temporarily missing from shelves
- [ ] 11. Other
C. **Additional information required for referral**

If a mail request is to be referred into the NYSILL Network, the following additional information is required:

1. Approximate Dewey Classification number
2. Status of reader requesting the material, as follows:
   - S-Student (college and university)
   - F-Faculty (community college, college, and university)
   - I-Business and industry (researcher in business and industrial firms)
   - P-Professional (e.g., physician, attorney, clergyman, writer, elementary or secondary school teacher, sculptor, etc.)
   - 0-Other
3. Reference verification, source of citation, or indicate unable to verify.
4. Any additional information which may be helpful in satisfying the request, such as:
   - a. additional bibliographic information, e.g., part of a society or publisher's series; thesis/dissertation, sources searched locally, etc.
5. Location of material if known through prior experience.

This additional information is needed to accelerate the progress of requests through the network and to facilitate the monitoring of the NYSILL Program.

**Report on mail transactions**

When a mail request has been referred through the NYSILL Network, a report of the result of the State Library's search will be made by mail (see Exhibit B).

**Teletype Requests**

The New York State Library has been using a computer to report final status of requests and to provide accounting and statistical data. We are now approaching the use of the computer for referral and for direct access to the transmission sites.

The use of the computer in the interlibrary loan network will require that requests be submitted in a consistent form. The machine, by itself, cannot readily distinguish between different types of bibliographic data; therefore, it will be necessary to determine what information will be required and how it is to be identified. To identify essential information, tags have been devised.
To:

From: Interlibrary Loan Section
New York State Library

Subject: Interlibrary loan request

Attached is your interlibrary loan request for material from the New York State Library. We have taken the following action:

☐ Material not in State Library.

☐ Material owned by State Library:
   1. ☐ Not available at present.
   2. ☐ Not circulated.
   3. ☐ Temporarily missing from shelves.

☐ Material sent

☐ Material owned by:
   1. ☐ Not available at present.
   2. ☐ Not circulated.

☐ Not found at:

☐ Material not found in referral network.

☐ Request delayed in network. If still needed, please resubmit.

☐ Report from:

☐ N.B. When writing us about referrals, please use the request number assigned above.

Enc.

5/70
In order to meet the bibliographic and statistical requirement of the NYSILL network, the essential data elements have been identified and appear below. Provision has been made for narrative or free form information by inclusion of a note field.

It is essential that the State Library receive an error-free message because the tape will be used to transmit requests beyond the State Library.

The State Library has prepared a brief instruction course, via TWX, on the preparation of teletype requests. If you wish to have your teletype operator receive such instruction, you may ask for an appointment. Direct your inquiry to Mrs. Mary Felix, Interlibrary Loan Section, New York State Library, Albany, New York 12224.

Constant data in fixed fields

A. The following information must be provided for each request submitted:

1. System code: An alphabetic abbreviation of not more than four letters assigned by the State Library used to identify the institution transmitting the requests, e.g., CCLS, BPL, SUCP.

2. Month: A number representing the month of the year followed by a hyphen; i.e., 1-January, 3-March, 12-December.

3. Sequence of request: An item number, assigned serially to requests received during the month, beginning anew with 1, each month.

4. Borrowing library: An identification number, preceded by a hyphen, representing each agency for which a transmission site regularly submits requests. The Interlibrary Loan Section of the State Library should have a current list of these agencies for mailing purposes. The list should include the (1) name, (2) street address, (3) post office address, and (4) zip code of each agency; i.e.,

   NCLS-3-1034 This 34 refers to:
   Interlibrary Loan
   Carthage Free Library
   Carthage, New York 13619

   Transmission points other than public library systems may find this element unnecessary.

5. Type of request: An initial as designated for each of the following:

   M-Monograph
   S-Serial
   R-Subject Request
6. **Eligibility of request for referral:**

   E-Eligible, i.e., to be referred to one or more NYSILL referral libraries if not supplied by the N.Y. State Library.

   I-Ineligible, i.e., to be supplied by the N.Y. State Library, if possible, but not to be referred elsewhere.

7. **Patron status:**

   S-Student (college and university)
   F-Faculty (community college, college, and university)
   I-Business and Industry (researcher in business and industrial firms)
   P-Professional (e.g., physician, attorney, clergyman, writer, elementary or secondary school teacher, sculptor, etc.)
   O-Other

8. Only the first three digits of the Dewey number will be used as illustrated on pp. 18-21, e.g., a chemistry journal - 540

B. **Field Identification:**

   1. Tags are letters identifying portions of the format as explained below and summarized on page 17.

   2. Field tags must always be preceded by an asterisk sign (*) and followed by two spaces.

   3. All adjacent codes in a single field must be separated by a hyphen (-).

C. **Examples:**

   1. Request identification field
      *R NCLS-3-103-34
      Tag R
      System NCLS
      Month 3-
      Request Number 103
      Library Number 34

   2. Additional required Information
      *I M-E-S-973
      Tag I
      Request Type M
      Referral Eligibility E
      Patron Status S
      Dewey Number 973

   - 14 -
Bibliographic data

A. Monographic request

1. *A Author. Use primary author. Full name where known, whether personal or corporate.


3. *P Publisher, place, and date. The place of publication should only be indicated when it, too, is felt to be essential in the identification of the book.

4. *VER Verification. Verification must be indicated in one of the following ways:
   
   (a) Title and year of bibliographic tool in which found, or
   (b) Source of citation, or
   (c) "Cannot verify" use symbol 22

   Should the verification field be completely ignored, the request will automatically be ineligible for referral beyond the State Library.

5. *N Notes. Include in the note field any useful information such as: series title, "This edition only," "photocopy," location symbols or any other information that will facilitate filling the request.

Address. The correct address should come at the end of the note field. All addresses should begin with the words: Interlibrary Loan.

B. Serial request

1. *S Serial Title

2. *V Volume and issue designation

3. *D Date (Month and issue designation). If there is no month, skip it.
   Example: (a) 1979, pp. 15-20
              (b) Spring 1968, pp. 79-102

4. *A Author of article

5. *T Title of article

6. *VER Verification. Verification must be indicated in one of the following ways:

   (a) Title and year of bibliographic tool in which found, or
   (b) Source of citation, or
   (c) "Cannot verify" use symbol 22

   Should the verification field be completely ignored, the request will automatically be ineligible for referral beyond the State Library.

7. *N Notes. Include in the note field any additional useful information such as series title, "This edition only," "photocopy," location, or any other information that will facilitate filling the request.
Address: The correct address should come at the end of the note field.

Control and vertical spacing

A. At the end of each request, hold down the control key and depress the letter "L."

1. If the request is ineligible for referral, put in 3 rubouts.

2. If the request is eligible for referral, put in 20 rubouts.

B. Return the line, and continue to the next request.

Sample requests

A. Monograph Coded for Referral

*R NCLS-3-103-34
*I M-E-S-973
*A KELLY, FRANK K.
*T THE FIGHT FOR THE WHITE HOUSE: THE STORY OF 1912
*P CROWELL, 1961
*VER NUC 58-62, V 24 P. 370
*N INTERLIBRARY LOAN
CARTHAGE FREE LIBRARY
CARTHAGE, N.Y. 13619

B. Serial Coded for Referral

*R RCLS-3-100-51
*I S-E-F-050
*S DISCOVERY (NEW HAVEN)
*V VOL. 3 (1)
*D 1967, P. 5-20
*A SIBLEY, C.G.
*T PROTEINS, HISTORY BOOK OF EVOLUTION
*VER BIO ABST. (V. 49 JULY-AUG 1968) (65117)
*N NIC, NNC NOT NEEDED AFTER 5/30/70
INTERLIBRARY LOAN
PALISADES FREE LIBRARY
OAK TREE ROAD
PALISADES, N.Y. 10964

C. Sample of Ineligible Request

*R SLS-3-505-4
*I M-I-O-371
*A PETER, LAWRENCE
*T PRESCRIPTIVE TEACHING
*P MCGRAW, 1965
*VER BIP 1969 P. 1412
D. Summary of Tags

1. *R  Request identification
2. *I  Additional required Information
3. *A  Author of book or article
4. *T  Title of book or article
5. *P  Publisher, place, and date
6. *S  Serial title
7. *V  Volume and issue, if any
8. *D  Date, (Month, year, and pagination)
9. *VER  Verification
10. *N  Notes

Subject Code for Interlibrary Loan Requests in NYSILL

Attached is a general outline of the Dewey Decimal Classification scheme. Because a number of libraries have adopted the Library of Congress classification, LC equivalents have been outlined in parentheses for their guidance in assigning DDC numbers. Because the two classification schemes are not entirely compatible, the LC designations have had to be arbitrary in some cases. All subject coding, for NYSILL requests, however, should be coded according to the Dewey table. Examples of some typical requests, using this revised subject classification scheme, are attached.

Assignments to subject referral centers will be made by the State Library staff. However, if actual location of an item is known from previous experience or some other authoritative source, it will be helpful if this information is added.

If questions of interpretation arise, please write, phone, or teletype:

Interlibrary Loan Section
New York State Library
Albany, New York 12224

Telephone: 518-474-5383
Teletype: TWX 710-441-8770
Date phone: 518-474-5782
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<td>347 Law treatises (K)</td>
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574 Biology (QH301)
575 Organic evolution (QH301)
576 Microbiology (QR)
577 Philosophy of biology (QH301)
578 Microscopes and microscopy (QH201)
579 Collection and preservation (QH)
580 Botanical sciences (QK)
590 Zoological sciences (QL)

600 Technology (T)
607 Technical education and research (T60)
608 Patents (T201)
610 Medical sciences (R)
620 Engineering (TA)
630 Agriculture (S)
640 Home Economics (TX)
650 Business (HF5001)
660 Chemical technology (TP)
669 Metallurgy (TN)
670 Manufactures (TS)
680 Other manufactures (TS)
690 Building construction (TH)

700 The arts (N)
710 Landscape and civic art (SB469)
720 Architecture (NA)
730 Sculpture (NB)
740 Drawing and decorative arts (NC)
750 Painting (ND)
760 Prints and print making (NE)
770 Photography (TR)
780 Music (M)
790 Recreation (GV)

800 Literature (PN)
810 American literature (PS)
820 English literature (PR)
830 German literature (PT)
839 Other Germanic (PT)
840 French literature (PC11)
849 Provencal and Catalan (PC2001)
850 Italian literature (PQ4001)
859 Rumanian (PC601)
860 Spanish literature (PQ6001)
869 Portuguese and Galician (PQ9000)
870 Latin literature (PA6000)
879 Other Italic (PA6000)
880 Greek literature (PA3050)
889 Byzantine and Hellenic (PA3050)
890 Other literatures (PL)
891 Other Indo-European (PL)
892 Semitic and Hamito-Semitic (PJ)
893 Hamitic literatures (PJ1001)
894 Finno-Ugric and other (PH)
895 Far Eastern literatures (PL)
896 African literatures (PL)
897 North American Indian (PM)
898 South American Indian (PM)
899 Austronesian (PL)

900 History (D)
910 Geography (G)
920 Biography of individuals not clearly belonging
to any specific subject (CT)
930 Ancient history (DE)
940 Europe (D)
  941 Scotland and Ireland (DA750)
  942 England (DA)
  943 Germany (DD)
      and central Europe
  944 France (DC)
  945 Italy (DG)
  946 Spain (DP)
      and Portugal (DP501)
  947 USSR and adjacent areas (DK)
  948 Scandinavia (DL)
  949 Other areas of Europe
      949.2 Netherlands (DH,DJ)
950 Asia (DS)
  951 China (DS701)
      and Korea (DS901)
  952 Japan (DS801)
      and adjacent areas
  953 Arabian Peninsula (DS201)
  954 Subcontinent of India (DS)
  955 Iran (Persia) (DS251)
  956 Near East (Middle East) (DS41)
  957 Siberia (DK750)
  958 Central Asia (DS)
  959 Southeast Asia (DS)
960 Africa (DT)
970 North America (E)
  971 Canada (F1001)
  972 Mexico and Caribbean (F1201)
  973-979 United States (F)
  980 South America (F1401)
      (includes works on Latin America)
  990 Pacific Ocean islands (DU)
  997 Atlantic Ocean islands
  998 Arctic Regions
  999 Antarctic Regions
Outline of Library of Congress Classification

For Use as a Conversion Table in the
New York State Interlibrary Loan Network

A  General Works and Polygraphy
AC  Collected works (080)
AE  General encyclopedias (030)
AP  General periodicals (050)
AS  General societies (060)
AZ  General works (000)

B  Philosophy - Religion
B  Philosophy (100)
B  Philosophical topics (140)
B  Ancient and medieval (180)
B  Modern philosophy (190)
BC  Logic (160)
BD  Metaphysics (110)
BD  Branches of psychology (130)
BF  General psychology (150)
BJ  Ethics (170)
BL  Religion (200)
BL  Canon law Ecclesiastical law (348)

C  History - Auxiliary Sciences
CC  Prehistoric archeology (571)
CT  Geography of individuals not clearly belonging to any specific subject (920)

D  History and Topography (except America)
D  History (900)
D  Europe (940)
DA  England (942)
DA750  Scotland and Ireland (941)
DC  France (944)
DD  Germany and central Europe (943)
DE  Ancient history (930)
DG  Italy (945)
DH-DJ  Netherlands (949)
    Belgium, Luxembourg, Holland
DK  USSR and adjacent areas (947)
DK750  Siberia (957)
DL  Scandinavia (948)
DP  Spain (946)
DS501  Portugal (946)
DS  Asia (950)
DS  Subcontinent of India (954)
DS  Central Asia '958)
DS41  Near East (Middle East) (956)
DS201  Arabian Peninsula (953)
DS251  Iran (Persia) (955)
DS701  China (951)
DS801  Japan and adjacent areas (952)
DS901  Korea (951)
DT  Africa (960)
DU  Pacific Ocean islands (990)

E-F  America
E  North America (970)
F  United States (973-979)
F1001  Canada (971)
F1201  Mexico and Caribbean (972)
F1401  South America (includes works on Latin America) (980)

G  Geography - Anthropology
G  Geography (910)
G575  Arctic Regions (998)
G575  Atlantic Ocean islands (997)
G575  Antarctic Regions (999)
GN  Anthropology (570)
GR  Folklore (390)
GT  Customs (390)
GV  Recreation (790)

H  Social Sciences
H  Social sciences (300)
HA  Statistics (310)
HB  Economics (330)
HD2761  Public service and utilities (380)
HE  Internal commerce (381)
HE  Postal communication (383)
HE  Telecommunication (384)
HE  Railroad transportation (385)
HE  Inland waterway transportation (386)
HE  Marine and air transportation (387)
HE  Highway and urban transportation (388)
HF  International commerce (382)
HF5001  Business (650)
HM  Sociology (301)
HV  Social welfare (360)
J Political Science

J Political science (320)
JF Public administration (350)
JQ Constitutional law and history (342)
JX International law (341)

K Law

K Law (340)
K Criminal law (343)
K Marital law (344)
K United States statutes and cases (345)
K British statutes and cases (346)
K Law treatises (347)
K Foreign law (349)

L Education

L Education (370)

M Music

M Music (780)

N Fine Arts

N The arts (700)
NA Architecture (720)
NB Sculpture (730)
NC Drawing and decorative arts (740)
ND Painting (750)
NE Prints and print making (760)

P Language and Literature

P Language (400)
P Comparative (410)
PA Classical and modern Greek (480)
PA2001 Latin and other Italic (470)
PA3050 Greek literature (880)
PA3050 Byzantine and Hellenic (889)
PA6000 Latin literature (870)
PA6000 Other Italic (879)
PC601 Rumanian (859)
PC1001 Italian, Rumanian (450)
PC2001 French, Provencal Catalan (440)
PC2001 Provencal and Catalan (849)
PC4001 Spanish, Portuguese (460)
PE English and Anglo-Saxon (420)
PF Germanic languages (430)
PG Slavic - languages (490)
PH Finno-Ugric and other (894)
PJ China - languages (490)
PJ India/Pakistan - languages (490)
PJ Japan - languages (490)
PJ Semitic and Hamito-Semitic (892)
PJ Southeastern Asia - languages (490)
PJ1001 Hamitic literatures (893)
PK Middle East - languages (490)
PL Africa - languages (490)
PL Other literatures (890)
PL Other Indo-European (891)
PL Far Eastern literatures (895)
PL African literatures (896)
PL Austronesian (899)
PM North American Indian (897)
PM South American Indian (898)
PN Literature (800)
PN6 General collected essays (040)
PN4700 Newspaper journalism (070)
PQ1 French literature (840)
PQ4001 Italian literature (850)
PQ6001 Spanish literature (860)
PQ9000 Portuguese and Galician (869)
PR English literature (820)
PS American literature (810)
PT German literature (830)
PT Other Germanic (839)

Q Science

Q Pure science (500)
QA Mathematics (510)
QB Astronomy (520)
QC Physics (530)
QD Chemistry and allied sciences (540)
QE Earth Sciences (550)
QE Geophysics and related subjects (551)
QE Petrology (552)
QE Economic geology (553)
QE Geology of Europe (554)
QE Geology of Asia (555)
QE Geology of Africa (556)
QE Geology of North America (557)
QE Geology of South America (558)
QE Geology of other parts of the world (559)
QE700 Paleontology (560)
QH Collection and preservation (579)
QH201 Microscopes and microscopy (578)
QH Biology (570)
QH301 Biology (574)
QH301 Organic Evolution (575)
QH301 Philosophy of biology (577)
QK Botanical sciences (580)
QL Zoological sciences (590)
QR Microbiology (576)

R Medicine

R Medical sciences (610)

S Agriculture - Plant and Animal Industry

S Agriculture (630)
SB465 Landscape and civic art (710)

T Technology

T Technology (600)
T50 Metrology and standardization (389)
T60 Technical education and research (607)
T201 Patents (608)
TA Engineering (620)
TH Building construction (690)
TN Metallurgy (669)
TP Chemical technology (660)
TR Photography (770)
TS Manufactures (670)
TS Other manufactures (680)
TX Home Economics (640)

Z Bibliography and Library Science

Z Bibliography (010)
Z Manuscript & rare books (090)
Z665 Library science (020)
### Standard Abbreviations of Sources of Verification

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<td>American Doctoral Dissertations</td>
<td>Am Doc Diss</td>
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English Catalogue of Books
Essay and General Literature Index
Excerpta Medica
Experiment Station Record
Geophysical Abstracts
GeoScience Abstracts
Handbook of Latin American Studies
Historical Abstracts
Index of Economic Journals
Index to Dental Literature
Index to Latin American Periodical Literature
Index to Latin American Periodicals
Index to Legal Periodicals
Index Medicus
Index to Religious Periodical Literature
Industrial Arts Index
International Aerospace Abstracts
International Bibliography of Economics
  Historical Sciences
  Political Science
  Social and Cultural Anthropology
  Sociology
International Catalogue of Scientific Literature
International Congresses and Conferences
International Index

Engr I
Eng Cat
ECLI
EM
Exp Sta Rec
Geophys A
GeoS A
HLAS
Hist A
I Econ J
I Dent Lit
I LA Per Lit
I LA Per
I Leg Per
IM
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<td>Modern Language Association. MLA International Bibliography</td>
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Newspapers on Microfilm

Nuclear Science Abstracts

Nutrition Abstracts & Reviews

Pagliani. Catalogo Generale della Libreria Italiana

Palau Y Dulcet. Manual del Librero Hispano-americano

Peabody Museum of Archaeology and Ethnology. Library. Author Catalog

Peabody Museum of Archaeology and Ethnology. Library. Subject Catalog.

Philosopher's Index

Play Index

Poggendorff. Biographisch-literarisches Handwörterbuch

Poole's Index to Periodical Literature

Psychological Abstracts

Public Affairs Information Service Bulletin

Quarterly Cumulative Index Medicus

Reader's Guide to Periodical Literature

Religious and Theological Abstracts

Répertoire Bibliographique de la Philosophie

Répertoire d'Art et d'Archeologie

Rome. Centro Nazionale per il Catalogo Unico delle Biblioteche Italiane e per le Informazioni Bibliografiche. Primo Catalogo collettivo delle Biblioteche italiane.

Royal Society of London. Catalogue of Scientific Papers

Science Abstracts A. Physics Abstracts

B. Electrical Engineering Abstracts
Scientific and Technical Aerospace Reports
Serial Publications of Foreign Governments
Short Story Index
Social Sciences and Humanities Index
Sociological Abstracts
Union List of Newspapers
Union List of Serials
United Nations Documents Index
U. S. Armed Forces Medical Library Catalog
United States Catalog
United States Government Publications; Monthly Catalog
U. S. Government Research and Development Reports
U. S. Surgeon General's Office. Index-catalogue of the Library
Vertical File Index
Water Pollution Abstracts
World List of Scientific Periodicals
Zoological Record

STAR
SPFG
Short Story I
SSHI
Soc A
ULN
ULS
UNDI
AFML Cat
U. S. Cat
Mo Cat
USGRDR
Sur Gen Cat
VFI
Water Pol A
WLSP
Zool Rec
Symbols of the Identification of Resource Libraries in the Network

New York State Library.............................................N
Brooklyn Public Library...........................................NB
Buffalo and Erie County Public Library.........................NBU
Rochester Public Library..........................................NR
Columbia University Libraries.....................................NNC
Cornell University Libraries......................................NIC
Engineering Societies Library.....................................NNC
New York Academy of Medicine....................................NNN
New York Public Library...........................................NN
New York University Libraries.....................................NNU
Teachers College Library..........................................NNCT
Union Theological Seminary........................................NNUT
American Museum of Natural History..............................NNM

Symbols for reporting. Changes of symbols become operative when notified by the State Library.

Requests Ineligible for Referral in the NYSILL Network

Requests may be coded ineligible for referral in the NYSILL Network by the originating library, the library transmitting the request, or the Interlibrary Loan Section of the State Library. The State Library will attempt to fill these requests from its own collection. Reports on these transactions will be coded as follows:

<table>
<thead>
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<th>Meaning</th>
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<td>A</td>
<td>Request filled from State Library's holdings and mailed. Transaction completed.</td>
</tr>
<tr>
<td>B</td>
<td>Photocopy sent by State Library. If the request was for original material and it was only possible to supply photocopy, the completed transaction will be reported B. It will not be used for requests for which the State Library customarily supplies photocopy. Transaction completed.</td>
</tr>
<tr>
<td>C</td>
<td>Not on shelves in State Library. Request again. This notation applies to materials not expected to be available within 30 days. Transaction completed.</td>
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<tr>
<td>D</td>
<td>Not on shelves in State Library. Reserved. This notation applies to material in circulation. Transaction completed.</td>
</tr>
<tr>
<td>E</td>
<td>Not owned by the State Library. Transaction completed.</td>
</tr>
<tr>
<td>F</td>
<td>Inadequate citation. Request canceled. Resubmit if more complete information is available.</td>
</tr>
<tr>
<td>GN</td>
<td>In State Library. Does not circulate. Transaction completed if request is ineligible.</td>
</tr>
<tr>
<td>T</td>
<td>An optional code which may be used to supplement codes F, G, H. Messages are restricted to 24 characters or less. It may include such data as: quotation on cost of photocopy; availability of material on microfilm, microfiche, microcard, etc.; reason for inadequacy of citation; estimated date of future availability of material; restricted local use because of fragility, value, special conditions, etc. When used, must be preceded by codes F, G, or H and transaction number.</td>
</tr>
</tbody>
</table>

**Requests Eligible for Referral in the NYSILL Network**

Requests are coded eligible for referral in the NYSILL Network by the library transmitting the request to the State Library. The Interlibrary Loan Section will also evaluate the suitability of these requests for referral. Reports on these transactions will be coded as follows:

<table>
<thead>
<tr>
<th>Report Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Request filled from the State Library's holdings and mailed. Transaction completed.</td>
</tr>
<tr>
<td>B</td>
<td>Photocopy sent by State Library. If the request was for original material and it was only possible to supply photocopy, the completed transaction will be reported B. It will not be used for requests for which the State Library customarily supplies photocopy. Transaction completed.</td>
</tr>
<tr>
<td>F</td>
<td>Inadequate citation. The symbol will follow the code for the library reporting the</td>
</tr>
</tbody>
</table>
citation as inadequate. Request canceled. Resubmit if more information is available.

**G**

Does not circulate at the area or subject referral library. The code for the referral library at which the material does not circulate will precede the report code.

**H**

Material requested owned by referral library but not available for circulation at the time of request. The code for the referral library precedes the report code. Transaction completed.

**J**

Request considered ineligible for further referral. Request canceled.

**K**

Request referred to an area or subject referral library.

**M**

Material not owned by a specific referral library. The report code follows the code for the referral library.

**P**

Request filled at referral library. The code for the referral library will precede code symbol.

**PB**

Photocopy sent by the referral library in lieu of original as requested. Code for the referral library precedes the report code.

**NU**

Transaction bearing this number not received from request site.

**SS**

Request sent to Auxiliary Services.

**W**

Request delayed in network and canceled. Resubmit if still needed.

**T**

An optional code which may be used to supplement codes F, G, H. Messages are restricted to 24 characters or less. It may include such data as:

- quotation on cost of photocopy;
- availability of material on microfilm, microfiche, microcard, etc.;
- reason for inadequacy of citation;
- estimated date of future availability of material;

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T CODE IS NOT TO BE USED BY REFERRAL LIBRARIES UNTIL NOTIFIED BY THE STATE LIBRARY.
restricted local use because of fragility, value, special conditions, etc.
When used, must be preceded by codes F, G, or H and transaction number.

The Interlibrary Loan Section will follow up unfilled requests. The request sites will be asked to supply a list of requests which their records indicate are unfilled, on a schedule established by the Interlibrary Loan Section.
VIII

POLICY GOVERNING THE LOAN OF MATERIALS

Loans by the New York State Library

Loans from the State Library's collection are governed by the State Library's usual rules on interlibrary loans as set forth in the New York State Library Interlibrary Loan Policy (see Chapter IX).

Loans by NYSILL Referral Libraries

Each contracting library in the NYSILL Network has established its own interlibrary loan policy, and all interlibrary loans made through NYSILL are subject to those policies. The lending library should forward instructions with each item, specifying:

1. whether materials are restricted to use within the borrowing library;
2. whether the material may be photocopied or otherwise reproduced;
3. whether the material requires any special care or handling;
4. whether the material should be insured upon return;
5. when the material is due back at the lending library;
6. whether the material can be renewed, and if so, how.

All items mailed by referral libraries should be clearly marked: ATTENTION: INTERLIBRARY LOAN LIBRARIAN.

Renewals

All renewals for material supplied by referral libraries must be negotiated directly with the lending library.

All renewals for material supplied by the State Library should be requested at the end of the day's teletype transmission. Use the heading Renewals, and list the classification number, brief author and title of the material to be renewed.

Returns

All materials should be returned promptly.

All materials supplied by referral libraries should be returned directly to the lending library, not to the State Library.

All returned materials should be accurately and completely addressed and clearly marked: ATTENTION: INTERLIBRARY LOAN LIBRARIAN.

Reproduced Materials

Materials may be supplied in reproduced copy not to exceed 24 pages. Materials supplied in reproduced copy should be clearly labeled by the
supplying library with the full bibliographical citation and with the name of the library at which the original is located.

Materials supplied in reproduced copy should be sent by first class mail.

All material under copyright will be reproduced only once for each requestor, and the copy will be marked: "Reproduced in single copy for reference purposes only. Further reproduction is not authorized."

Addresses

All interlibrary loan mail to the State Library should be addressed to:

Interlibrary Loan Section
New York State Library
Albany, New York 12224

Public library addresses are listed in Organization and Institutions of The University of the State of New York (Handbook 24-d) published by the State Education Department.

College and university library addresses are listed in A Directory of College and University Libraries in New York State published by the State Education Department.

Medical library addresses are listed in A Directory of Medical Libraries in New York State published by the State Education Department.
I. This policy is enunciated in accordance with the terms of the National Interlibrary Loan Code, of 1968, and the Model Interlibrary Loan Code for Regional, State, Local, or Other Special Groups of Libraries, as adopted by the American Library Association, to which the State Library gives general adherence.

II. The State Library has two major functions, one, to serve the government of the State of New York, and two, to support all of the other libraries in the State. The legal relation of the State Library to other libraries is radically different from the legal relations of other research libraries to libraries in general. The State Library is designed to serve other libraries as a central agency and aims, as far as its collections and facilities permit, to meet their needs. This interlibrary loan policy is, therefore, quite liberal. Duplicates of some reference books are available for lending. Lending to other libraries in New York State is a function of the unique structure of the University of the State of New York and is viewed by the Regents as one form of State assistance.

III. The following may borrow from the State Library books which are available for loan and which are not available in local libraries:

1. All institutions in the University of the State of New York. In order to make maximum use of local resources, libraries which are members of public library systems are expected to borrow through their system headquarters.

2. Special libraries serving Federal, State, and local government; industry; research institutions; the professions; etc.

3. Official and professional borrowers, in connection with their work, as specified by law and the Regulations of the Commissioner of Education.

IV. With the following exceptions, all books, regardless of the section of the State Library in which they are housed, are available for lending:

1. Books in special collections, used for reference. These may, at the discretion of the director of the State Library, be loaned in cases of special need. Materials in the law and medical libraries, which may not be considered appropriate for lay use, may, at the discretion of the director of the State Library, be loaned, only where the borrower is identified as a member of the appropriate profession.

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1 Adopted June 27, 1968
2. Periodicals will not be circulated, with rare exceptions for special circumstances. The State Library, however, will supply copies of articles of 24 pages or less, gratis, to libraries in New York State. A charge for each page in excess of 24 will be made. Libraries should be careful to indicate, either by pagination or by title, the material in a given journal in which they are interested. Violations of copyright regulations which any copying may involve are the responsibility of the borrowing library.

3. Manuscripts and books of exceptional rarity or fragility.

4. Genealogies and local histories of which no duplicate copies are available.

5. The State Library may supply photocopy in lieu of originals if, in the opinion of the director of the State Library, the overall needs of public service so require.

V. The borrowing library is responsible for the care and return of each book sent from the State Library. Lost and damaged books must be paid for at a rate to be determined by the director of the State Library. Presently, books costing $5 or less will be paid for at the rate of $10. To the cost of any book which will be more than $5, an additional $5 will be added to cover the costs of processing. Replacement copies will not be accepted.

VI. Photocopies of materials not available for loan and which are not supplied gratis, as indicated above, may be purchased from the State Library in accord with the following regulations:

1. Only library material produced. The State Library will undertake the reproduction only of material in its collections which is, in the opinion of the director of the State Library, properly available for duplication.

2. Fee for service only. The State Library does not sell the photocopies but merely performs the service of copying. The fee paid is exclusively for such service.

3. Copyright. All responsibility for questions of copyright that may arise in this copying and in the use made of the copies must be assumed by the applicant. Copyrighted material will not be reproduced beyond recognized "fair use" without the signed authorization of the copyright owner.

4. Reproduction. The library reserves the right, at its discretion and without explanation, to restrict the use of further reproduction of rare or valuable material and to make special quotations on materials involving unusual difficulty, including material over quarto size. Single copies only will be made of any material photocopied.
5. Mailing
   Unless otherwise requested, all orders to be mailed will be sent by first class mail, or, if bulky, by railway express or parcel post, for which the customary fee will be charged. The library is not responsible for loss or damage in transit.

6. Payment
   Make checks and money orders payable to the New York State Library.

7. Rates
   Each photocopy print........................10¢

8. Out-of-State requests
   No photocopy requests will be supplied gratis to libraries or individuals outside of New York State unless specific contractual arrangements have been made to do so.

9. Forms
   The State Library will supply, upon request, forms for ordering photocopies.
Responsibilities of the Contracting Libraries

The contracting libraries participating in the NYSILL Program agree to lend materials within specific subject responsibilities (for the subject referral libraries) and for specified geographical areas (for the area referral libraries) when requests are referred to them by the New York State Library.

The contracting libraries agree to refer requests they are unable to fill to additional referral libraries designated by the State Library.

The contracting libraries agree to report action taken on referred requests to the State Library within 5 days.

The contracting subject referral libraries agree to supply materials which are requested directly, bypassing the State Library, only when such requests are submitted by the central libraries of academic libraries with collections of 1 million volumes or more.

The contracting libraries are free to lend materials at their own discretion and in any form they find feasible.

The contracting libraries will not be expected to mail materials for the use of readers within approximately 60 miles unless it is their present policy to do so, or it is considered desirable as, for example, in the instance of a physically handicapped reader.

The contracting libraries are free to expend reimbursements derived from NYSILL contracts as they see fit.

The contracting libraries are expected to liberalize their present interlibrary loan policies wherever possible in return for reimbursements received under the NYSILL Program.

Responsibilities of the State Library and the Division of Library Development toward the Contracting Libraries

The State agrees to pay to the contracting libraries a participation grant plus unit fees for requests searched and for requests filled.

The State agrees to provide each contracting library with a teletype machine for receiving, transmitting, and reporting on NYSILL transactions.
AMERICAN MUSEUM OF NATURAL HISTORY  
Central Park West and 79th St.  
New York, New York 10024  
212: 873-1300 Ext. 333

Status: Subject Referral Center

Librarian:

NYSILL Librarian: Mrs. Sandra Setnick, Reference Librarian

Subject Responsibilities:

- Anthropology (especially primitive peoples)
- Archaeology of primitive areas (exclude classical archaeology and antiquities)
- Bibliographies of naturalists
- Biographies of naturalists
- Biology

Geology (materials in Slavic and Oriental languages)
- Limnology
- Linguistics of preliterate civilizations
- Oceanography
- Paleontology
- Zoology (materials in Slavic and Oriental languages)

Teletype Number: TWX-710-581-4107

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BROOKLYN PUBLIC LIBRARY  
Grand Army Plaza, Ingersoll Building  
Brooklyn, New York 11238  
212: 789-1212

Status: Area Referral Center

Librarian: Kenneth F. Duchac

NYSILL Librarian: Catherine Filippi, Chief of Interbranch Loan Division

Teletype Number: TWX-710-584-2253  
Data Phone: 212-857-6484
BUFFALO AND ERIE COUNTY PUBLIC LIBRARY
Lafayette Sq.
Buffalo, New York 14203
716: 856-7525

Status: Area Referral Center
Librarian: Joseph B. Rounds
NYSILL Librarian: Mrs. Edith Hill, Interlibrary Loan Librarian

Teletype Number: TWX: 710-522-1209  Data Phone: 716-856-2863

COLUMBIA UNIVERSITY
Morningside Heights
New York, New York 10027
212: 280-1754

Status: Subject Referral Center
Librarian: Warren J. Haas
NYSILL Librarian: Rita Keckeissen, Assistant Head of Reference

Subject Responsibilities:

American literature  Geophysics  Law - foreign
Anthropology  German history  Library science
China  German literature  Mathematics
Classical languages  International law  Oceanography
Classics  Italian history  Philosophy
Dutch history  Italian literature  Slavic
French history  Japan  Technical reports
French literature  Journalism  Translations from
Geology  Oriental languages

Teletype Number: TWX: 710-581-3600  Data Phone: 212-666-9150
Status: Subject Referral Center

Librarian: David Kaser

NYSILL Librarian: Robert Packard

Subject Responsibilities:

<table>
<thead>
<tr>
<th>Agriculture</th>
<th>Health insurance and workmen's compensation</th>
<th>Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture</td>
<td>Human ecology</td>
<td>Nutrition</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Icelandic and Old Norse languages</td>
<td>Pakistan</td>
</tr>
<tr>
<td>Botany</td>
<td>International relations and diplomacy</td>
<td>Physics</td>
</tr>
<tr>
<td>Chemistry</td>
<td>India</td>
<td>Political science</td>
</tr>
<tr>
<td>City and regional planning</td>
<td>International relations</td>
<td>Rural sociology</td>
</tr>
<tr>
<td>Cookery</td>
<td>Labor unions</td>
<td>Slavery (exclude rare books)</td>
</tr>
<tr>
<td>Engineering</td>
<td>Latin America</td>
<td>Southeastern Asia</td>
</tr>
<tr>
<td>Family and marriage</td>
<td>Law - Anglo-American</td>
<td>Water resources</td>
</tr>
<tr>
<td>Fine arts</td>
<td></td>
<td>Wild life conservation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zoology</td>
</tr>
</tbody>
</table>

Teletype Number: TWX-510-255-9301

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ENGINEERING SOCIETIES LIBRARY
345 East 47th St.,
New York, New York 10017
212: PL2-6800 Ext. 287

Status: Subject Referral Center

Librarian: S. Kirk Cabeen

NYSILL Librarian: James M. Lessley

Subject Responsibilities:

<table>
<thead>
<tr>
<th>Bioengineering</th>
<th>Oceanography (equipment for ocean exploration, not marine life)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth science (economic and applied geology, geology and various world regions, meteorology, physical and dynamic geology)</td>
<td>Optics</td>
</tr>
<tr>
<td>Engineering and technology</td>
<td>Papers and proceedings of engineering conferences</td>
</tr>
<tr>
<td>Mineralogy</td>
<td>Physics (electricity and magnetism; heat, mechanics, and liquids; molecular, nuclear, and atomic).</td>
</tr>
</tbody>
</table>

Teletype Number: TWX-710-581-4536
MONROE COUNTY LIBRARY SYSTEM
115 South Ave.
Rochester, New York 14604
716: 546-6990

Status: Area Referral Center

Librarian: Harold S. Hacker

NYSILL Librarian: Mrs. Elizabeth Chase, Interlibrary Loan Librarian

Teletype Number: TWX-510-253-5781

NEW YORK ACADEMY OF MEDICINE
2 East 103rd St.
New York, New York 10029
212: TR6-8200

Status: Subject Referral Center

Librarian: Thomas G. Basler

NYSILL Librarian: Florence A. Lyons

Subject Responsibilities:

Behavioral science  Medicine
Bioengineering  Nursing
Dentistry  Nutrition
Medical economics and health  Psychology
insurance  Public health

Teletype Number: TWX: 710-581-6131
Status: Subject Referral Center
Librarian: Edward G. Freehafer
NYSILL Librarian: L. Dawn Pohlman, Chief, Cooperative Services Division

Subject Responsibilities:

1. Photocopy of materials from the following subject areas:

   - Africa
   - American history
   - Astronomy
   - Canadian history
   - Economics
   - English
   - English history
   - French history
   - Geography
   - German history
   - Italian history
   - Latin
   - Literature
   - Middle East
   - Modern European languages
   - Music
   - Netherlands history
   - Patents
   - Scandinavian history
   - Sociology
   - Spanish history
   - Spanish literature
   - Transportation
   - United States history

2. Microfilm of monographs:

   In the case of monographic materials, it will be the policy to provide positive microform copy on loan if no other copy is available within the NYSILL Network and when a microform copy is requested through NYSILL headquarters. In addition to the types of material generally excluded under the NYSILL Program, The New York Public Library Research Libraries will not provide the following categories in microform:

   a. publications protected by copyright
   b. publications containing colored illustrations

   On special request The Research Libraries of The New York Public Library will, however, make available, in microform, current monographs which another library has been unable to acquire through normal acquisition channels. Whenever technically possible, the filming will be done on 16mm microfilm. In some instances, 35mm microfilm will be used. Libraries must have the capability of using either size microfilm.
NEW YORK STATE LIBRARY
Albany, New York 12224
518: 474-5383

Status: Switching Center
Librarian: Mason Tolman
NYSILL Librarian: Mrs. Mary Felix, Associate Librarian, Interlibrary Loan Section

Teletype Number: TWX: 710-441-8770

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NEW YORK UNIVERSITY
Washington Sq.
New York, New York 10003
212: 598-1212

Status: Subject Referral Center
Librarian: Charles F. Gosnell
NYSILL Librarian: Mrs. Edith C. Wise, Head of Reference

Subject Responsibilities:

Business and commerce
English literature
United Nations documents

Teletype Number: TWX-710-581-6019
Status: Subject Referral Center

Librarian: Sidney Forman

NYSILL Librarian: Sharon Brown

Subject Responsibilities:

Art and music education
Business education
Developmental psychology
Education
International education (1915-1935)
Learning theory

NEA publications
Nursing education
Social psychology
Textbook collection
UNESCO publications

Teletype Number: TWX-710-581-4433

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UNION THEOLOGICAL SEMINARY
3041 Broadway
New York, New York 10027
212: M02-7100

Status: Subject Referral Center

Librarian: Robert F. Beach

NYSILL Librarian: B. Marjory Griffis, Reference Librarian

Subject Responsibilities:

Anthropology
Far Eastern materials
Negro history (19th Century)

Philosophy
Religion
Sacred music

Teletype Number: TWX-710-581-6125