

## Marquette University Law Library ILL Checklist for Law Journals

Member's name AND journal name: \_\_\_\_\_

### Part I: Verification of unavailability of the source

Before submitting an ILL request, you must verify that MU libraries (and Milwaukee Public Library if for MULR) do not have the item and the item is not available as a PDF. Indicate that you have completed this process by initialing each of these three steps. You must meet with a law librarian at Eckstein as a last step, so plan time for that.

1. I have searched MarqCat using "Entire Collection." Eckstein Law Library and Raynor Memorial do not have this item.

**Member's Initials:** \_\_\_\_\_

MULR Members: Milwaukee Public Library (MPL) also does not have this item. **Member's Initials:** \_\_\_\_\_

2. I have checked the [Cite Checking Research Guide](#) and other guides for finding PDF sources and consulted the appropriate databases. The item is not available as a PDF. **Member's Initials:** \_\_\_\_\_

3. I have met with a reference librarian. The librarian could not retrieve an appropriate version of this source.

**Member's Initials:** \_\_\_\_\_ **Librarian Initials:** \_\_\_\_\_ (the librarian will initial this)

### Part II: Complete this ILL Form (with the librarian) and give it to your editor.

When filling out the form, please do not abbreviate titles or author names. Proofread your request for accuracy and completeness. The more complete your information is, the easier it will be to locate the item. You will receive an email from your editor if the request is insufficient. **Please print neatly.**

**Choose either Book or Periodical, depending on the source. (For state statutes, use the Book form and give date as "most current" unless the source is a historical statute.) Use one ILL checklist form per source.**

BOOK	PERIODICAL
Author:	Full Periodical Title:
Title:	Volume:
Publisher:	Issue: <span style="float: right;">Pages:</span>
Date:	Date:
Edition (if applicable):	Article TITLE:
OCLC # (work with a librarian):	Article AUTHOR:
<b>Reference Librarian's last name:</b>	OCLC# (work with a librarian):

**Law journal members:** Submit this completed form to the editor assigned to your article. Do not submit the ILL electronic request form to the library, your editor is responsible for that.

After talking with the librarian, include any additional source details you need for your editor's electronic ILL form here:

**Editors:** Include the librarian's last name on the electronic ILL request form in the Comments section, so the access services specialist can contact the librarian first if there is a question about the ILL request. Thank you!