

Get A Book The Library Does Not Own

So there's a book you really need, and you've already searched the library catalog, and you found that we don't own it. What are you going to do? Well, if you haven't ever used Interlibrary Loan Service before, now's the time to try. It's free for any UNCG student, faculty, and staff. All you need to do is go to the library homepage (library.uncg.edu) and click on Borrow Renew & Order on the left side and then choose "Interlibrary Loan Requests." On the "Interlibrary Loan Borrowing Services" screen, you're going to need to login using your UNCG username and password, and click Logon to "ILLiad" (the Interlibrary Loan software).

If you've never used the service before, you're going to get a page that asks for your information, such as your name, address, etc. You'll need to fill out that information only first time but update it when necessary.

If you've already used it before, you'll get the main screen. In the middle will show any outstanding requests. Look on the left side of the menu where you see "New Request." There are a couple options, and the one we want for a new book is "Request a Loan." It's called a "loan" because it's being loaned from one library to ours for you to use temporarily. So click "Request a Loan" and fill in as much information as you can on the book information page. The little red asterisks indicate fields that must be filled out (Author, Title, Not Wanted After Date). When you are done, click "Submit Request" at the bottom of the page.

Your request should have been processed, and at the top of the page is a summary, including the request number, book title, and other transaction information. Now, when it's available (which could be anywhere from a few days to a week/10 days, depending on the book and its geographic location), you'll receive an e-mail. You'll have to come into the library and go to the checkout desk to pick up your book. In the meantime, you can look at the transaction details at any time to find out the status of the transaction.

And if you still have any questions, you can always Ask Us!

(opening music by zapac Test Drive @ccmixer [CC BY NC 3.0])