

## Script for Interlibrary Loan Tutorial

Need a book or journal article we don't own at UNCG? We have a service that will get you what you need for free! It's called an interlibrary loan. On the library homepage, click on Borrow Renew & Order and then Interlibrary Loan Requests (<https://libids1.uncg.edu/illiad/>) and you'll be prompted to log in with your UNCG Username and Password.

The left menu will show you options. Under new request you can request a journal article, a loan (that's a book or dvd or that sort of material), or request a chapter in a book. Here's the journal article request form. Note the fields with red asterisks are required information but the more information you provide, the easier it will be for the ILL staff to find your item and get it to you quickly.

In this other window I have already found an item, an article, and I want to request it because we don't own it at UNCG. I'm going to cut and paste the information into the ILL request form. Make sure you get certain things correct like the name of the journal, or the source as it's sometimes called in a database – that's goes in at the top under Title (title of journal). Make sure you include the volume, if possible the issues, years, page numbers, and make sure you check the note wanted after date, in case it take so long to get it you don't want it (though we should be able to get it pretty quickly) Then when you are finished click submit request.

If there is a book item I wanted, I do basically the same thing: click on "Request a Loan" and fill out the appropriate information. Here is an example of a book we don't own here at UNCG. I found it in the UNC Library Express, and click "request UNC Item" and it will automatically fill in the form. If you find a book on Amazon or another source you will have to fill out the information yourself.

When your book comes in, an e-mail will be sent to you to notify you of its arrival. Books are picked up at the Circulation/Checkout Desk where you check out books. Electronic copies of requests will be emailed to you directly.

You can also log into ILLiad/Interlibrary Loan software, to check on the status of your requests. They should be at the middle of the page, and you can click on the transaction number and see where it is in the process.

if you are a grad student or faculty you can also have this option of request a document delivery. Document delivery is for items that are available in print in the UNCG libraries but they don't circulate like a paper copy of a journal or a reference book. Fill out the information and it will be delivered to you.

And if you still have questions remember you can always Ask Us!