INTERLIBRARY LOAN (ILL)

If you cannot find the book, video, DVD, CD or journal article you need at UMM, you can request it through Interlibrary Loan (also known as ILL). There are some limitations on what items can be ordered including DVDs and CDs released in the last six months. There are a number of ways to request items through ILL depending on with which catalog you are working.

The standard delivery time for ILL materials is 7-10 working days. Items may come in more quickly or more slowly depending on how easily accessible the item is. It is crucial when preparing to write a research paper that you allow yourself sufficient time to request materials through ILL. If you are interested in calculating how long a project will take you, check out the assignment calculator on the library’s student services page (http://www.morris.umn.edu/library/studentservices.php).

MNCAT

Once you have located the book you want, click on “Full View”

You will be taken to the full catalog record for the item. At the top of the page is a link for requesting the item be delivered.

Click that link and you will be taken to a page where you will enter the date by which you need the item as well as accept a copyright statement.
When requesting an entire book, do not fill out this section. Only include special instructions if really needed.

Enter date need by. Click on the calendar to choose the date.

The copyright statement at the bottom of the page discusses “fair use” of the item you are requesting. Be aware that there are restrictions on what you can do with items from ILL.

**WorldCat**

When searching in WorldCat, you can also request books through ILL. Once you have located the book you are looking for and gotten to the detailed search result, look for the link entitled “Borrow this item from another library (Interlibrary Loan).”

Fill in the form making sure to enter information into every field. Note the format for the date field is year, month, date.
Click “Submit” at the bottom of the page. You will be returned to the detailed search result page with a comment at the top of the page indicating your request was submitted.

**Databases**

If a journal article is not available in full text from a database, and the library doesn’t have a paper subscription, you will need to request the article through ILL. Click on the “Find It” button.
The “Find It” button links you to a page indicating where the article is available. In this case, the library does not have a print subscription and only the abstract is available online. Therefore, the article must be requested through ILL.

To continue the process, click the “Go” icon. The request form will be filled in with the citation information.

You will need to add in the date you need the article by, your personal information, which can automatically filled in by clicking the “log in” link at the top of the request.
You must also check the box at the bottom of the box indicating you understand the copyright information.

If you would like to receive the article electronically, check the box. If not, you will receive a notification in your UMM mail that the article is available for pick up. Finally, click the “Submit your request” box at the bottom of the page.

You will receive a confirmation that the request was submitted.

### Blank electronic request form

If you only have a citation and are unsure of what database to look in, you can also submit an ILL request using a form found on the library webpage. In the left pane, there is a link for “Interlibrary Loan” under the “Library Services” heading.
You will need to use the correct form for the item you are requesting. If you are unsure of what the item is, please ask the librarian at the reference desk for assistance.

Interlibrary Loan Request Form for an Article Request

Use this form to request articles not held at UMN. Please be sure to verify this before ordering using the Journal Finder. Notification arrivals are sent via campus mailboxes.

Note: Fields in orange are required.

About You
First Name:
Last Name:
Campus Address: (Students= UM Student ID, Faculty/Staff= Office)
Phone:
Email (eq. prof@umn.edu): Status:

About Your Request
Author of Article:
Title of Article (as much as fit):
Title of Periodical:
Volume:
Number:
Pages:
Source of Article:

Have you checked to see if there is a title:

Check this box to receive this item electronically (if possible) instead of a paper copy:

Brief Comments:

Notice: Warning Concerning Copyright Restrictions
The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use" that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copyright order if, in its judgement, fulfillment of the order would involve violation of copyright law.

Submit  Clear

Once you have completed the form, click “Submit.” You will receive a confirmation notice as well as an email confirmation.

Success!

Your ILL request has been processed. To check the status of your request please call 509-6171 or stop by the circulation desk at 509-6175. Typically, it takes five business days to fill requests. Return to the Umpqua Library home page or click on the back button to submit another request.

ummlib@morris.umn.edu · (320) 589-6175 · www.morris.umn.edu/library