

# PLACING AN INTERLIBRARY LOAN REQUEST INSTRUCTIONS

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## SET UP A USER ACCOUNT

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1. Go to <http://library.richmond.edu/services/interlibrary-loan/index.html>
2. Click on "Login to ILLiad"
3. Enter your NetID and password
4. Fill out the form with your personal information
5. Click on "Submit"
6. You will be redirected to the main page for your Interlibrary Loan account.

## MAKE A REQUEST

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1. Once you are logged into your Interlibrary Loan Account, select one of the request types listed under "New Request".
2. You can choose from:
  - a. Book Request
    - i. InterLibrary Loan
  - b. Article Request
    - i. UR Owned
    - ii. InterLibrary Loan
  - c. Other ILL Requests
    - i. Book Chapter
    - ii. Thesis
    - iii. Other
      1. Provide as much detail as possible.
      2. Please try NOT to use the "Other" request form unless the request will absolutely not fit into one of the other categories.
3. Fill in as much information as possible about the item you are requesting.
  - a. Red asterisks indicate required fields.
  - b. If a required field is unknown, enter a single question mark.
  - c. Abbreviations or incomplete titles may delay or prevent fulfillment.
4. Click on "Submit Request"

## TRACKING YOUR REQUESTS

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1. Under View
  - a. Click on "Outstanding Requests" to see a list of requests that are being processed and their current statuses.
  - b. Click on "Cancelled Requests" to see a list of cancelled requests in your Interlibrary Loan account.
2. If the library is unable to fill a request, you will be notified via e-mail.

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## RECEIVING BOOKS (STUDENTS)

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1. You will be notified via e-mail when your requested book arrives.
2. The book will be available for pick-up from Information & Assistance Desk in Boatwright Memorial Library.
3. The book will include a wraparound slip indicating the book's due date.
4. Please return all books to the Information & Assistance Desk by the due date.

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## RECEIVING BOOKS (FACULTY)

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1. Your item will be delivered by the BML Document Delivery Service to your department.
2. You will be notified via e-mail when your requested book has been delivered.
3. The book will include a wraparound slip indicating the book's due date.
4. Please return all books to the Information & Assistance Desk by the due date.

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## RENEWING ILL ITEMS

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1. No renewals are allowed for InterLibrary Loan items.

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## RECEIVING AN ARTICLE/BOOK CHAPTER/STATUTE

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1. You will be notified via e-mail when the requested item is available for viewing.
2. To view the item, login to your Interlibrary Loan Account.
3. Under "View", click on "Electronically Received Articles"
4. Click on "View" for the item that you wish to access.
5. The article/book chapter will be available via your Interlibrary Loan Account for 30 days. You may only view it five times within those 30 days so you may want to download the item to your personal device.