INTERLIBRARY LOAN (ILL)

If you cannot find the book, video, 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, such as DVDs and CDs released in the last six months. There are a number of ways to request items through ILL depending on which catalog you are working.

IMPORTANT NOTE: 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 and receive materials through ILL.

U of M Libraries catalog

Once you have located the book you want, click on the item’s title to be taken to another page to see which campus libraries own it. Then, click on the green Get It button above the list. If you haven’t logged into your university account yet, you’ll be asked to do so now.
In order to request the item to be delivered to Briggs Library, select “UM MORRIS Briggs Library” from the Pickup Location dropdown menu. Then, click on Request.
WorldCat

If you are unable to find the book you desire in either the Pounce or U of M Libraries catalogs, you can also look in WorldCat, a catalog of thousands of libraries from around the world.

Once you have run your search, you will be taken to a list of results.

If Briggs Library has access to the item, in either print or electronic versions, you will see a green highlighted indicator.
To see the full record, click on the title link for the item. From the full record, you will be able to request the item through ILL by clicking on the link **Borrow this item from another library (Interlibrary Loan)**.

A form will appear. Make 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 UMM Find It button by or below the article’s title.

This button links you to a page indicating where the article is available. In this case, the library does not have a print subscription or availability in another database. Therefore, the article must be requested through ILL.

To continue the process, you’ll need to log in to your university account by clicking on Sign In.

Once you’ve logged in, click on Interlibrary Loan Request in the Get It section to be taken to the request form.
Then, enter your contact information. The request form will be autofilled in with the citation information, but it's a good idea to double-check that everything is accurate. At the bottom of the form, you will also be asked to include the **Source of the Citation** (what database you were searching in when you found this item) and **Date after which this is not needed**.

<table>
<thead>
<tr>
<th>Source of Citation *</th>
<th>Academic Search Premier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date after which this is not needed *</td>
<td>01/14/2019</td>
</tr>
</tbody>
</table>

**NOTE:** All ILL requests will be processed as quickly as possible. The “Not Needed After” date has no effect on delivery speed. Please enter a date that is at least 3 weeks from the date of the request.

Finally, click the **Submit** button at the bottom of the page.
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 panel, there is a link for **Interlibrary Loan** under the **Services** heading.

![Services Link](https://example.com/library/services/ill)

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.

![Form Example](https://example.com/library/forms/ill)

All form fields marked in red and with an asterisk are required information. Once you have completed the form, click the **Submit** button at the bottom of the page.

Last updated 10/14/2018