How do I know when to do an INTERLIBRARY LOAN?

- Use interlibrary loan (often called ILL) ONLY when a book or article is **not available** at Marymount or at another school in the Consortium. Marymount books that are requested through the schools in the Consortium are called Consortium Loan Service Requests (also called CLS) (For more information on CLS, see Tips and Techniques: Consortium Loan Service). Interlibrary loan refers to those items that Marymount requests for you from any library outside the Consortium.

Before you request an item through ILLiad

- Check the ALADIN catalog to see if the book or journal issue is available in hard copy at Marymount or, if not, at another school in the Consortium. If it is at another school in the Consortium, use the ALADIN catalog to request it through CLS.
- For journals, also check to see if the issue you want is available electronically through one of Marymount’s databases. Do this by going to the library homepage and clicking on ALADIN Databases. Then use MU e-journals link (http://www.aladin.wrlc.org)

If you find an article citation or book while searching in a Marymount database, click on the Find a copy or SFX link. You may have to click on this link on the next screen as well. If you get the name of any database(s), your article may be available electronically at Marymount. If the screen gives you a link to the ALADIN catalog (but no database links), your item should be available in print so continue your search in the ALADIN catalog. You should not have to use ILLiad if you see an SFX screen like this:

Title: Tales of biographical disintegration: how parents make sense of their sons' suicides

Full Text

Full text available via Synergy Blackwell Journals

Year: 2008 Volume: 30 Issue: 2 Start Page: 237
Requesting an item through ILLiad

- If you get this SFX screen which only links to ILLiad (and not to any of the databases or the ALADIN Catalog), then use ILLiad to request your item.

**OTHER FACTS ABOUT ILL**

- ILL will usually **take longer** for the article to be sent to you than it would with CLS. The link to the article will be sent to your email and MyALADIN account just like a CLS article.
- Books will definitely **take longer** (depending on the location and work load of the lending library). Plan on waiting at least **7 days** and possibly up to **21 days** for a book requested through ILL.
- While there is no charge for an ILL request, you are personally responsible for fines and replacement costs if the item is lost.
- If the ILL item you are requesting is very unusual, the library may not be able to fill your request for you. The staff will let you know if this is not going to be possible.
- The loan period varies, but usually ranges from 4 to 8 weeks. This period is not determined by Marymount, but by the lending library.

**HOW DO I LOG INTO ILLIAD?**

- In a Marymount database, click through the FindIt or SFX link to get to the ILLiad link shown in the previous screen shot.
- Otherwise go the L&LS homepage (http://www.marymount.edu/lls/) and click on “Request Forms” under “Need Help?”. On the next screen, click on “Interlibrary Loan Form”.
- Log into ILLiad using your last name and your Marymount alphanumeric ID, for example, abc12345. You will see the following screen. (If you are unable to log in, call the circulation desk at 703-284-1533 or contact the material delivery office at 703-526-6827.)
HOW DO I FILL OUT THE ILLIAD FORM?

- Click on the Request a Copy button to request an article or one chapter from a book.
- Click on the Request a Loan button to request an entire book.
- Request only one article or book on each form.

**Status:** Choose an option from the choices below.

Choose an option from the choices below.

Please check that the item requested is not available in ALADIN before requesting via Interlibrary Loan

**Place Request**

Please submit only one request per form.

- **Request a Copy**
  
  Request a copy of an article within a larger work, for example: an article from a journal, magazine, newspaper, or a paper within conference proceedings. A photocopy will be sent if an electronic copy is not available.

- **Request a Loan**
  
  Use this button to request the loan of an entire work, for example: books, dissertations, entire conference proceedings, microforms, or videos and DVDs.

- If you select Request a Copy, you will get the screen below. Note that certain boxes are required and must be filled in. When requesting a copy, the first box is for the title of the journal. (The title of the article should be put in the eighth box on the form.) While the year is a required field, filling in the volume and/or issue is very important in helping the lending library find your journal issue on their shelf.
- Often the SFX link will automatically fill in this form. Please review this form for accuracy as errors could be made during information transfer.
• When requesting a loan, fill in the year and/or edition if you want a specific edition of a book.
• In some cases citations and abstracts are in English, but the article is in another language. If you find a citation in a database often the complete reference will let you know if the article is non-English. Request this article only if you can read another language or somebody can translate it for you.

WHAT HAPPENS NOW?

• When you have completed each ILL request, you are given a transaction number. You can use this number to check the status of your request in ILLiad.

Review Requests

- View Current Requests: View and edit your outstanding requests.
- View Articles: View items that you have received for Web delivery.
- Resubmit Cancelled Requests: View items that have been cancelled either by you or the library staff. Resubmit these items with more complete or accurate information.
- View History: View your completed requests.

- Articles will be sent to you electronically to your MyALADIN account and you will be notified by email when your ILL material is available for pickup.
- If there is a problem filling your request or if we need more information from you, you will be notified by email.
- Renewals: Some libraries will allow renewals, and some will not. Renewals must be requested before the book is overdue. ILL books cannot be renewed online so please call the MU Circulation Desk at 703-284-1553 for additional assistance.

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