How do I request a book from Interlibrary Loan? To get started, sign into your Interlibrary Loan account. Use the link under ‘my accounts’ on the library homepage. Let’s say that we want to request the following book:


Always double-check the library catalog before you request a book through Interlibrary loan. If one of the other libraries that shares our catalog has the book you need, you can order it through them and it will get here much faster than an Interlibrary Loan request. For more information on ordering books that you find in the catalog, contact the Research Assistance desk. Also, remember that you can’t request textbooks through Interlibrary Loan.

- To get started, log in to your account and go to the New Request heading on the left hand side of the screen. Then, click on “book.”
- You are required to fill in the information that has a red star next to it. For a book this is the author or editor, and the title
- Type in the book’s authors or editors. And the title.
- If you have any other information about the book, it can be helpful to include that as well. For example, if you want a specific edition of the book, be sure to include that information.
- If the book won’t be useful after a certain date—say when your paper is due—you can put this date on the form. If you have not received the book by the designated date, your request will be canceled. Keep in mind that selecting a date that is just a few days away from the date you’re submitting a request does not mean that you will get the book any faster.
- If you have indicated that you want a particular edition of the book and you know that another edition won’t work for you, make sure to change the alternate edition option to No. Otherwise, just leave it as yes.
- Once the form is filled out, click on the “Submit Request” button.
- After you have submitted a request, you will be taken to the main screen of your account, where you will see a list of your current requests. You can check the status of your requests anytime by signing in and clicking on the transaction number. When your book arrives, you’ll be notified by email that you can pick it up at the library circulation desk.
- Note: Loyola students who take classes at the Columbia or Timonium campuses can have their books delivered straight to their campus. If you didn’t change the campus when you
• created your account, you can always update it in the user settings menu. For off-campus CND students, please contact the Research and Instruction desk when requesting a book.

• That’s it! Interlibrary loan requests are pretty easy to submit. Just remember that ILL takes anywhere from 1-2 weeks, so get those requests in early! If you have any questions about using Interlibrary Loan, please contact the library’s Research Assistance desk.