Directions for Setting Up an ILL Account:

- From the library’s homepage, click on the link under ‘My Accounts’ that says 'Interlibrary Loan'.

- Next, click on the “New User” link under the Interlibrary Loan Logon heading. This page will provide important information regarding Interlibrary Loan. After you have read it, click on the button that says, “First Time Users Click Here” and fill out the required information.

- Your barcode is the 14-digit number on your institutional ID. It usually starts with 22425…. 

- Enter an email address that you check regularly. This is how you will be informed when your requested items have come in. You don’t have to use your campus email address.

- For "Loan Delivery Method," most people will want to leave their delivery method as “hold for pickup.” This means that materials not emailed to you (mostly books) will come to the delivery location you select further down in the form, and you can pick the materials up there. Choose "mail to address" only if you are usually unable to come to the main or satellite Loyola campuses to pick up your orders (this also applies to NDMU students). If you are an NDMU student who needs an item delivered to the HEAT center or another off-campus location, call 410-617-6826.

- Saying Yes to Prefer Electronic Delivery means that when available, your item will be sent to you as a .pdf

- Fill in your local address

- Select your status and major

- Your delivery address will usually be Loyola Circ, unless you take classes at (or can conveniently visit) the Loyola Columbia or Timonium campuses. Changing this option will enable you to have books sent to the reception desk at the campus you choose.

- When creating a username and password, choose something that will be easy to remember!

- When you have entered all of your information, click on the 'submit information' button.

- That’s it! Following these directions will create your ILL account. You can always log back in using the link at the top left of the library homepage.