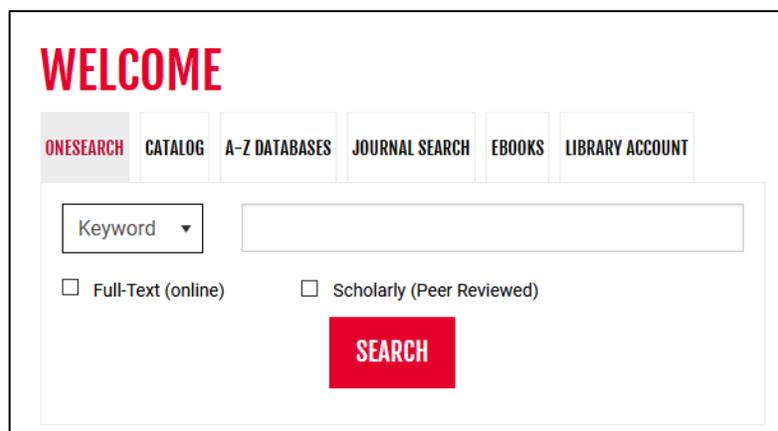


# Lewis J. Ort Library

## Ordering an Article through Interlibrary Loan (ILL)

This handout will show how to order an article through Interlibrary Loan (ILL). If you have never ordered an item through ILL before, you will need to register first. Please see the video or handout Registering for Interlibrary for steps to register.

To access OneSearch, go to the library's home page which can be found at [www.frostburg.edu/library](http://www.frostburg.edu/library). OneSearch is located on the main page under Welcome.



The screenshot shows the OneSearch library homepage. At the top, it says "WELCOME" in red. Below that are navigation tabs: ONESEARCH (highlighted), CATALOG, A-Z DATABASES, JOURNAL SEARCH, EBOOKS, and LIBRARY ACCOUNT. There is a search bar with a "Keyword" dropdown menu and a search button labeled "SEARCH". Below the search bar are two checkboxes: "Full-Text (online)" and "Scholarly (Peer Reviewed)".

OneSearch allows you to search most of the library's databases and items that are found physically in the library. If you need assistance searching for an article, see the videos/handouts Using OneSearch to Find Scholarly/Peer-Reviewed Articles, Using OneSearch to Find Magazine/Newspaper Articles. You can also contact a Research Librarian at [libref@frostburg.edu](mailto:libref@frostburg.edu).

For this example, the keyword blockchain was searched. The article Blockchain: Perspectives and Issues from the *Journal of Intelligent & Fuzzy Systems* was found.

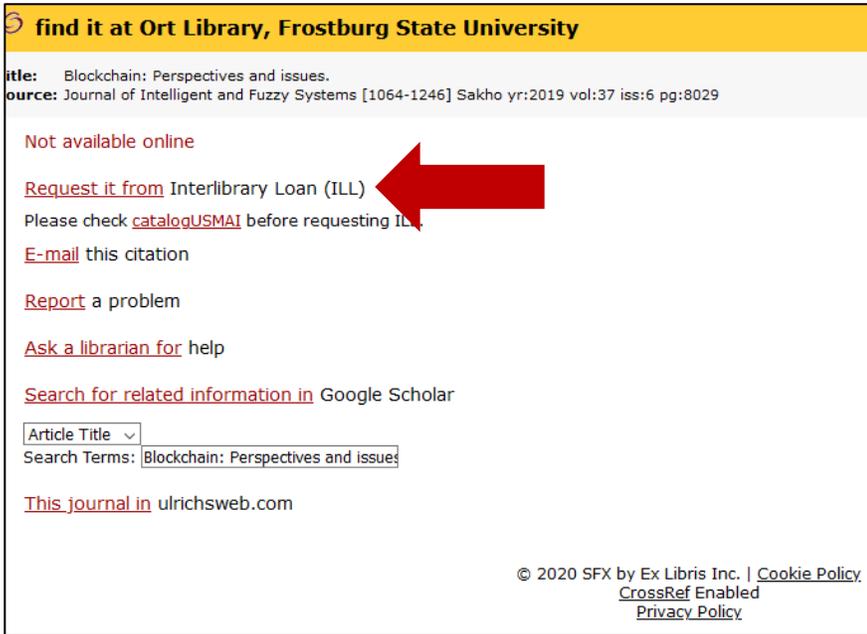


2. **Blockchain: Perspectives and issues.**

By: Sakho, Seybou; Jianbiao, Zhang; Essaf, Firdaous; Mbyamm Kiki, Mesmin  
J. *Journal of Intelligent & Fuzzy Systems*. 2019, Vol. 37 **Issue** 6, p8029-8052.  
24p. DOI: 10.3233/JIFS-190449. , Database: Business Source Ultimate

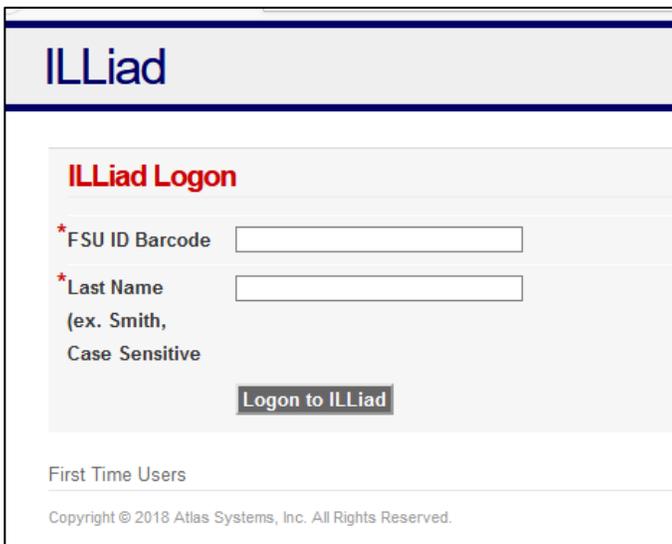
Academic Journal  

This article does not have the PDF Full Text link or HTML Full Text link. This means the article is not available full text in OneSearch. To determine if it is available in another database or if we need to order it via Interlibrary Loan, click on the  button. This will bring you to the following screen.



This screen shows that the article is not available in any other library database and it would need to be ordered through Interlibrary Loan. Click on the Request it From Interlibrary Loan (ILL) Link.

This will bring you to the ILLiad Login Screen. Enter your 14-digit barcode and last name.



You can find your library barcode on your FSU ID. It is 14-digits and starts with 2206.

If you don't have an FSU ID, log into PAWS, go to Self-Service and look at bottom of screen for Library Account Info.

Click on Logon to ILLiad.

This will bring you to the Article Request screen. Many of the fields will already be pre-filled out. Make sure all the items with RED \* are completed. The fields that are required:

- Title of the Journal
- Year
- Page Numbers
- Article Title

ILLiad Active  All

**Article Request** \* Indicates required field

Enter information below and press the Submit Request button to send.

**Describe the item you want**

\* Title (Journal, Conference Proceedings, Anthology)   
Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number or Designation

Month

\* Year

\* Inclusive Pages

ISSN/ISBN (International Standard Serial/Book Number)   
If given will speed request processing

Call Number

OCLC or Decline UI Number

Article Author

\* Article Title

\* Not Wanted After Date (MM/DD/YYYY)

Will you accept the item in a language other than English?   
If yes, specify acceptable languages in the notes field.

Account Number

Notes   
Put any information here that may help us find the item, as well as any other pertinent information.

**Where did you learn about this item?**

Where did you find this item cited?   
Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.

Date of the work that cited the item.

Volume number of the work that cited the item.

Pages where the item is cited.

If you have more information, please fill in as much as you can. This will make it easier to find the article.

Once everything is filled out, click Submit Request. You will now be returned to the Main Menu. You will receive most articles within 24 hours.

**\*\*\* Please note that an article you receive through Interlibrary Loan will only be available to you for 30 days from the time you receive it. If you need the article longer, please download and save the article to your computer, flash drive, or cloud drive.**

Please see the Handout **Accessing an Article Received through Interlibrary Loan (ILL)** to see how to access an article you have received.

For additional assistance:

- Stop by the Library Services Main Desk on the 3<sup>rd</sup> floor
- Call 301-687-4395
- E-mail [libref@frostburg.edu](mailto:libref@frostburg.edu)