

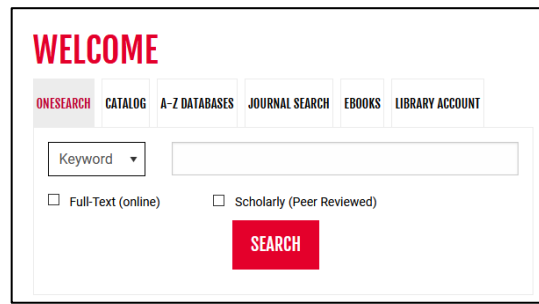
Lewis J. Ort Library

Ordering a Print Book through Interlibrary Loan (ILL)

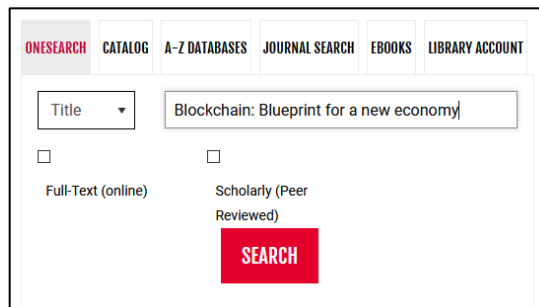
This handout will show how to order a print book through Interlibrary Loan (ILL). If you have never ordered an item through ILL before, you will need to register first. Please see the video or handout Registering for Interlibrary for steps to register.

For this handout, I am going to see if the library has the following book - Blockchain: Blueprint for a New Economy by Melanie Swan. You need to search OneSearch to determine if the book is available in our library or another University System of Maryland Library.

To access OneSearch, go to the library's home page which can be found at www.frostburg.edu/library. OneSearch is located on the main page under Welcome. 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 a book, see the videos/handouts Using OneSearch to Find Print Books. You can also contact a Research Librarian at libref@frostburg.edu



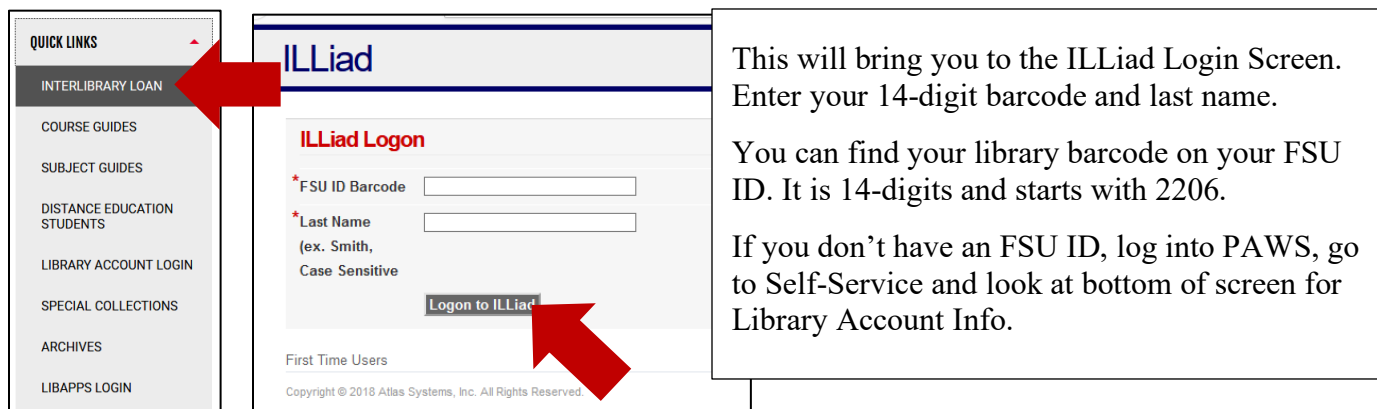
For this example, we will type in the title of the book in the search screen and change from keyword to title. Once I have entered the information, select the Search Button.



The results screen shows that the book is not available in our library nor is it available in another University System of Maryland Library. You would need to order this book through Interlibrary Loan.

To order the item through Interlibrary Loan, go to the Library's home page (www.frostburg.edu/library).

On the left-hand side of the screen Click on Quick Links and then select Interlibrary Loan



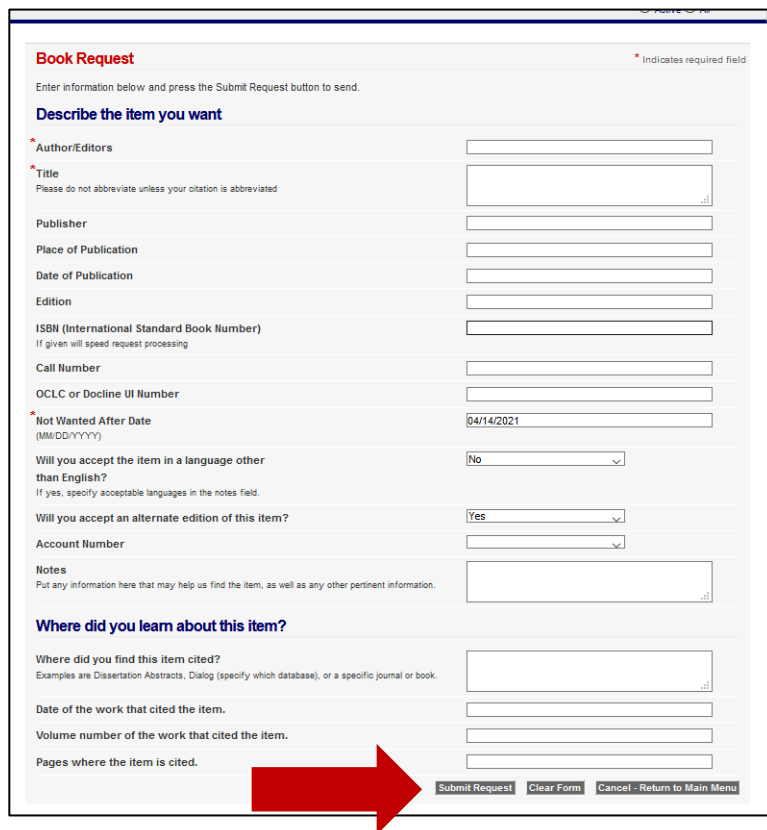
The screenshot shows the ILLiad login interface. On the left, a 'QUICK LINKS' menu has 'INTERLIBRARY LOAN' highlighted with a red arrow. The main area is titled 'ILLiad' and 'ILLiad Logon'. It contains two required fields: '*FSU ID Barcode' and '*Last Name (ex. Smith, Case Sensitive)'. A red arrow points to the 'Logon to ILLiad' button. Below the login fields, it says 'First Time Users' and 'Copyright © 2018 Atlas Systems, Inc. All Rights Reserved'. To the right of the screenshot, a text box explains the login process.

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 Book Request screen. You need to complete all the items marked with RED *.



The screenshot shows the 'Book Request' form. It has a header 'Book Request' and a note '* Indicates required field'. The form is divided into two sections: 'Describe the item you want' and 'Where did you learn about this item?'. The first section contains several required fields: '* Author(s)/Editors', '* Title' (with a note 'Please do not abbreviate unless your citation is abbreviated'), 'Publisher', 'Place of Publication', 'Date of Publication', 'Edition', 'ISBN (International Standard Book Number)' (with a note 'If given will speed request processing'), 'Call Number', 'OCLC or Decline UI Number', and '* Not Wanted After Date (MM/DD/YYYY)' (with a pre-filled date '04/14/2021'). There are also dropdown menus for 'Will you accept the item in a language other than English?' (set to 'No') and 'Will you accept an alternate edition of this item?' (set to 'Yes'). The second section contains fields for 'Where did you find this item cited?', 'Date of the work that cited the item.', 'Volume number of the work that cited the item.', and 'Pages where the item is cited.'. A red arrow points to the 'Submit Request' button at the bottom.

The fields that are required:

- Author(s)/Editor(s)
- Title of Book
- Not Wanted After Date

If you have the ISBN of the book, please include that. It will make requesting the book easier.

Once everything is filled out, click Submit Request. You will now be returned to the Main Menu.

Please Note:

When the item arrives, you will receive an e-mail. Please come to the Library Services Main Desk on the 3rd floor of the library to pick up the book.

You will need to bring your FSU ID with you.

For additional assistance:

- Stop by the Library Services Main Desk on the 3rd floor
- Call 301-687-4395
- E-mail or libref@frostburg.edu