

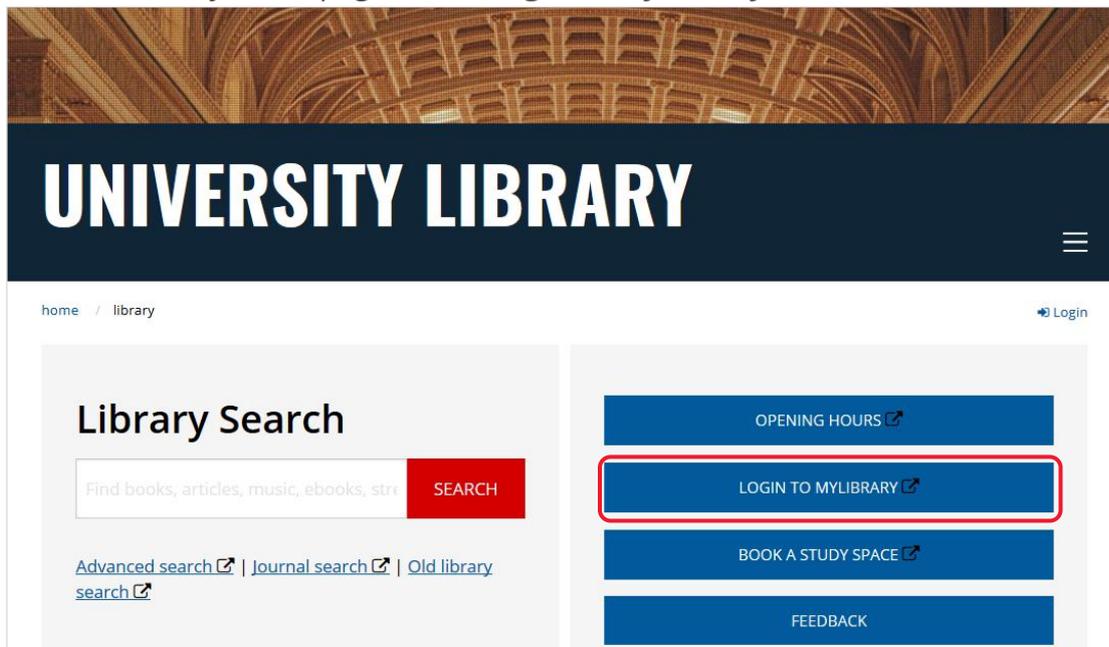
Submit an inter library request

Introduction

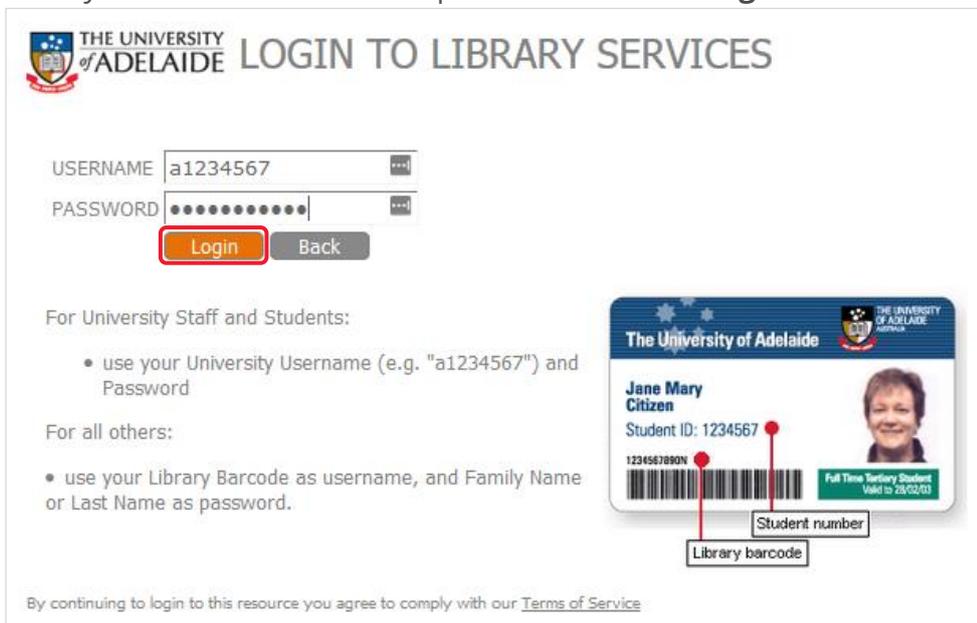
The inter library loan (ILL) service allows you to access material, e.g. books and journal articles, that are not in the University Library. To access the ILL options in Library Search you need to be logged in to MyLibrary.

Procedure

1. From the library home page, select **Login to MyLibrary**.



2. Enter your UofA username and password and click **Login**.

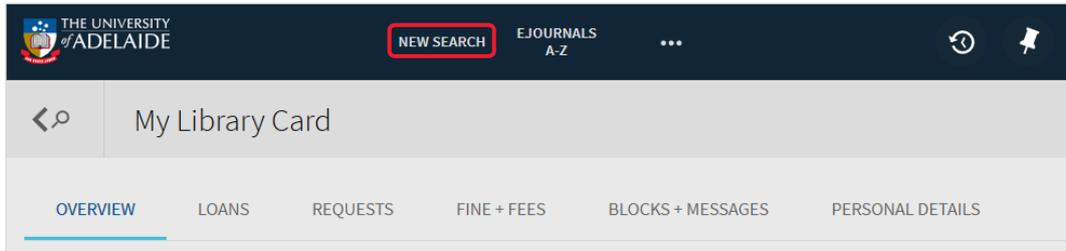


The screenshot shows the 'LOGIN TO LIBRARY SERVICES' page. At the top left is the University of Adelaide logo. The main heading is 'LOGIN TO LIBRARY SERVICES'. Below the heading is a login form with two input fields: 'USERNAME' containing 'a1234567' and 'PASSWORD' containing a series of dots. Below the password field are two buttons: 'Login' (highlighted with a red box) and 'Back'. Below the form are instructions for different user types:

- For University Staff and Students:
 - use your University Username (e.g. "a1234567") and Password
- For all others:
 - use your Library Barcode as username, and Family Name or Last Name as password.

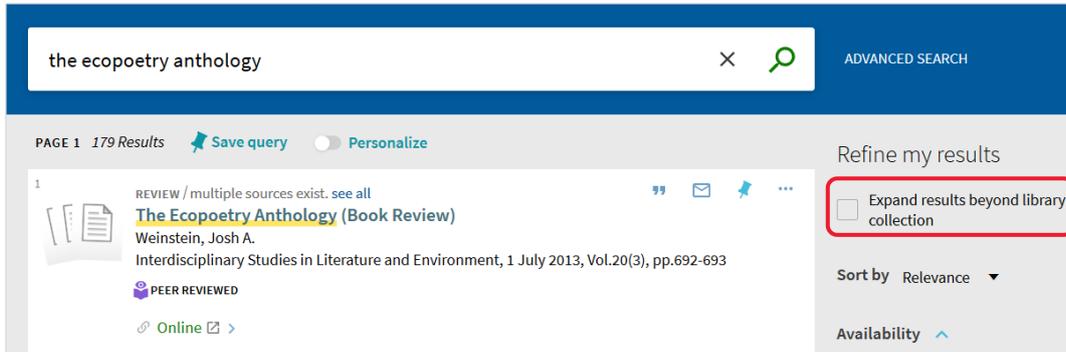
To the right of the instructions is a sample library barcode card for 'Jane Mary Citizen' with 'Student ID: 1234567'. Red lines point from labels 'Library barcode' and 'Student number' to the respective parts of the card. At the bottom left, there is a link to 'Terms of Service'.

3. Click on **New Search**.

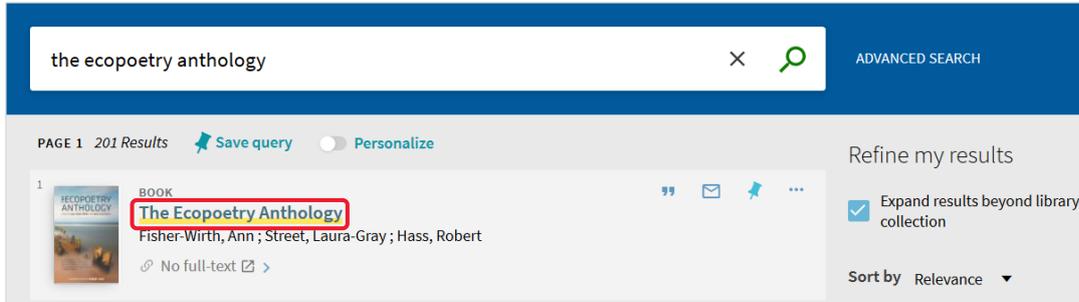


4. Enter your search words and click the search icon.

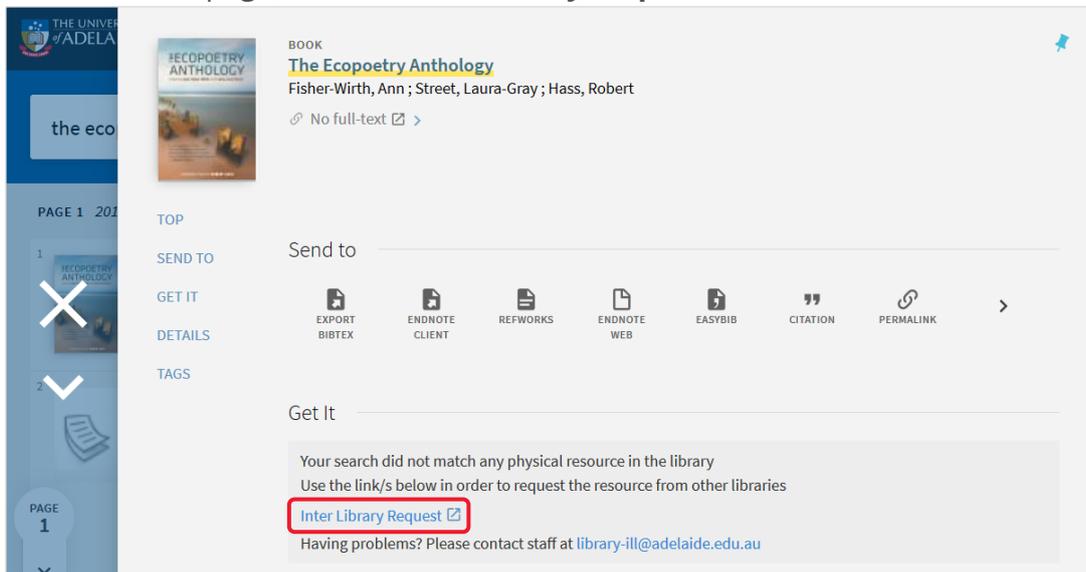
5. Tick the box next to **Expand results beyond library collection**.



6. Click on the title of the item you require.



7. On the Details page, click on **Inter Library Request**.



8. Review the information on the request form and amend if required.



Book Request **University Libraries**

Hello, [Name] ()

Enter as much information as possible and click Submit.

All fields marked with an asterisk (*) are required.

Add Request ⏪

Article

Book ✓

Book Chapter

5B Declaration

My Requests

All requests

Open requests

Completed requests

Submitted in the last 7 days

Books on loan

Contact

Library Staff ⏪

Book Title: *

Author/Editor: *

Series Title:

Volume:

ISBN 1: *

Publication Date: * **Edition:**

Publisher:

Place of Publication:

System Number:

Source of Information:

9. Scroll to the bottom of the form. Tick the box next to **I agree with the terms and conditions of placing a request.**

Delivery Address: **Messaging Address: ***

Pickup Location: *

First Name: **Surname:**

Department: *

Institution:

Street:

City: **Country:**

State/Province: **Zip/Postal Code:**

* **I agree with the terms and conditions of placing a request.**

[Submit](#) | [Reset](#) | [Clear](#)

[Please contact us if you have further questions or require additional information.](#)

Note: you can change the pickup location if you are at Waite or Roseworthy campus

10. Click **Submit**.

Contact Us

For further support or questions, please contact the Library on +61 8 8313 5759 or library@adelaide.edu.au