

(405) 325-4142  
<http://libraries.ou.edu>

## Interlibrary Loan (ILL)

Interlibrary loan is the best way for OU students, faculty and staff to obtain books, articles, theses or dissertations not owned by the University of Oklahoma Libraries. Articles are scanned and may be retrieved online; you will be notified when books, theses and dissertations arrive for pick-up at the library. There is no charge for ILL. Requesting an ILL is fast and easy. Patrons can fill out an ILL request form on the OU library's website or through one of the library's online databases.



## Requesting ILL through the library's website

- Check to make sure the item is not available through the OU library's catalog or one of our online databases accessible through LORA.
- If OU does not own the item, log in to the library's homepage, <http://libraries.ou.edu> with your 4x4 and password.
- Click on "Services" on the navigation bar on the left of the screen; select "Interlibrary Loan", then "Request a book, thesis or dissertation" or "Request a journal article."
- You will see an ILL request form. Fill in your contact information and information about the item you are requesting. Fill in as many fields as possible.
- When you are done click "Send Message" at the bottom of the page. Your message will be processed as quickly as possible. You will receive an email when your item is available.
- Return ILL books, dissertations and theses like regular items, but make sure not to remove the white sticker or other paperwork included with the item when you receive it. This paperwork ensures the library knows when you've returned the book.

# FAQ

### How long does ILL take?

Articles requested through ILL usually arrive within a few days; books take one to two weeks.

### How can I check the status of my ILL request?

Go to the OU libraries homepage, <http://www.libraries.ou.edu>, login using your 4x4 and password, and click on the "My ILL" link on the left side of the screen.

### Can I renew ILL books?

Each lending library has its own guidelines concerning renewals. However, many ILL items are available for renewal. To renew an ILL item, go to <http://libraries.ou.edu>, login using your 4x4 and password and click on "My ILL." Next, click on "ILL Renewal Request Form." Fill out this form. You should receive a confirmation email from the ILL office in a few days. If you do not hear back, email ILL by clicking on "Services" and then "Email ILL" from the library's homepage.

## Accessing Interlibrary Loan Via Databases

It is also possible to request interlibrary loan directly through many of the library's databases, located in LORA at <http://libraries.ou.edu/LORA/>. Below are examples of how to make ILL requests through three common database interfaces: CSA, EBSCO and FirstSearch. Most ILL forms are standardized, but if you need assistance with ILL requests in other library databases, please contact a reference librarian.

### ILL through CSA or EBSCO

- If you find an article using a CSA or EBSCO database that is not available full-text, you can still obtain access to the article through ILL. Simply click the "Article Linker" icon.
- The "Article Linker" icon will take you to the OU libraries website. You will see a screen with citation information for the article you are seeking and links to search the OU catalog by journal or by ISSN. Choose one of these options and search the catalog to ensure the library does not already own the article in question.
- If OU does not own the article, you can return to the previous screen and click the link below the search by journal or ISSN option that reads "Interlibrary Loan." This link takes you to the library's ILL request form. Fill in your contact information and send the request by clicking on "Send Message" at the bottom of the page.

### ILL through OCLC's FirstSearch

- Check to see if the item is already owned by the University of Oklahoma libraries. If OU owns the item, you will see the words "Univ of Oklahoma" highlighted in green next to your search results.
- If OU does not own the item click the "borrow this item from another library" link under "Availability." Fill out the ILL request form and hit the "Submit" button.

