Using Interlibrary Loan (ILL)
Using Interlibrary Loan

This tutorial will explain:

• What interlibrary loan is and how to use this service
• How to make an interlibrary loan request
• What to expect from interlibrary loan
Using Interlibrary Loan

If Bethel does not have a book or an article that you want, you may make an interlibrary loan (ILL) request.
Using Interlibrary Loan

When you make an ILL request, the following happens:

• Bethel’s ILL department requests the item from another library
• The other library will either mail Bethel the book or photocopy the article
• When the book or photocopy arrives, Bethel’s ILL department will notify you that the item is available
  – Books will be available at the circulation desk to be picked up
  – Article will be e-mailed to you and a photocopy will be available at the circulation desk to be picked up
Using Interlibrary Loan

There are three main ways to make an interlibrary loan request:

– Fill out the online form
– Click on the interlibrary loan button (available when using a database)
– Fill out a paper form that is available in the library
Using Interlibrary Loan

To make an interlibrary loan request using the online form, first go to the library’s website and find the interlibrary loan links.

Choose either the book or article request form.
Using Interlibrary Loan

Fill out the form. This is the article request form:

Interlibrary Loan Article Request

Starred items are required
Using Interlibrary Loan

Fill out the form. This is the book request form:

Interlibrary Loan Book Request

Please note: Textbooks cannot be borrowed using interlibrary loan.

**Book Information**

- **Author**: 
- **Title**: 
- **Publisher**: 
- **Year**: 
- **Any edition?**
  - Yes
  - No
- **ISBN Number**: 
- **Source of Reference**: 
- **If owned, the item is:**
  - In Use
  - Missing
  - Incomplete
- **Requested material not needed after**: 
  - 2 weeks

Starred items are required.
Using Interlibrary Loan

Remember to fill out your contact information which is at the bottom of the page. This information will be used to contact you when the item becomes available.

Your Information

Name
John
First Name

Phone
(575) 555-5555

Department

Email Address
john.doe@bethelcollege.edu

Campus Address

You will be notified through your campus email account that your material(s) have arrived.

Click submit to send the request

Fill out the phone number as shown

Submit Form
Using Interlibrary Loan

You will see the following once your request has been sent:

Thank you for your request!
Using Interlibrary Loan

To make an interlibrary loan request using the interlibrary loan button, click on the Interlibrary Loan button.
Using Interlibrary Loan

The FindText @ Bethel screen appears. Click on the Interlibrary Loan link.

Title: Theological Education and Religious Pluralism
Source: Binah [1048-6054] Erdel, Timothy yr:1996 vol:1 pg:34

⚠️ Not available online

Request document via Interlibrary Loan. Please wait 1 to 7 days for delivery.
Using Interlibrary Loan

The Interlibrary loan form will be automatically filled in

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Source of Reference

EBSCO: ATLA Religion Database with ATLASerials (Via
Using Interlibrary Loan

Scroll down and fill out your contact information

Your Information

Name
John
First Name
Doe
Last Name

Phone
(576) 555-5555

Department

Email Address
john.doe@bethelcollege.edu

You will be notified through your campus email account that your material(s) have arrived.

Click submit when information is filled out
Using Interlibrary Loan

You will see the following once your request has been sent:

Thank you for your request!
Using Interlibrary Loan

Once the request has been made, you will need to wait to receive the items. You may have to wait a week or two for the items to arrive especially for books.

Questions about the status of the items may be sent to Mark Root, who heads the Interlibrary Loan department, at mark.root@bethelcollege or 574-807-3389.
Using Interlibrary Loan

Once the items arrive, the interlibrary loan office will contact you by e-mail letting you know that the items have come.

– *Books*: Books will be left at the circulation desk. Just ask for the books. They will be due back on the date that is given on the interlibrary loan form that is with the book.

– *Articles*: Articles will be e-mailed to you.
Using Interlibrary Loan

If you have any questions about using Interlibrary Loan or about your Interlibrary Loan requests, feel free to contact Mark Root at mark.root@bethelcollege or 574-807-3389.
For Further Assistance

• If you run into any problems or have any questions, feel free to contact one of the Reference Librarians located at the Research Help Desk.

• You may also contact a Reference Librarian at:
  – Phone: 574.807.7170
  – E-mail: http://www.bethelcollege.edu/library/ask-a-librarian.html