My ILL Account – Placing a Request

Login Link

https://1005.account.worldcat.org/profile/

It is easiest to place ILL requests via the Request Item button in the catalog as it will populate the item and patron information for you. If you have a known citation, search for the item in the catalog and use the Request Item button to order. However, if you are unable to use the catalog, login to your ILL account and click on the “Create Request” button to fill out a blank form.

Request Type

- Article/Chapter: use for articles and book chapters.
- Book: use for books, theses, conference proceedings and anything with an ISBN. eBooks cannot be requested via interlibrary loan.
- Other: use for DVDs, music CDs, etc.
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2 About this item

This section includes information about the item you are requesting. If will be filled out automatically if you use the “Request Item” link in the library catalog. If you are starting with a blank form, then Title is the only required field. However, it is extremely helpful if you have an ISBN number. Include any other pertinent details about the item such as language preference, where you found the citation, etc.

3 About this request

Use this section to indicate a need by date and if you are willing to accept an alternate edition. Include any comments for the library staff.

4 Delivery times

Loans from Indiana libraries generally take 3 to 7 days. Loans from outside Indiana may take 2 to 3 weeks to receive. Copies generally take 1 to 5 days.

Please note that if the catalog is showing an Indiana library owns the item, there is no guarantee they will be able to loan it to us thus it may take longer to obtain.

5 Need by

The default Need by date is 2 weeks from the date of request. If you need the item before then, please indicate the date you need it.

6 Edition

Please indicate your edition preference if relevant.

7 Patron Information

Your name and email address is automatically filled in.

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