

Interlibrary Loan Procedures for SWON Libraries

The quickest and easiest way to submit ILL requests to the University of Cincinnati libraries is through the library's secure online web form.

Libraries will need to pre-register with the Langsam Library ILL office by calling 513-556-1885. The link to the web form will be given at the time of registration.

The library will be issued an ILLiad user name and password that should only be used by staff at the library. Staff will be able to track the progress of their requests from submission to completion.

Two types of forms are available:

Photocopy
Book

Fill out the appropriate form for the type of material you need. It is not necessary to include the location and call number. But you may want to verify availability by searching our library catalog at:

<http://uclid.uc.edu/search/X>

Delivery – Books will be delivered via the SWON delivery service
Articles will be delivered via PDF attachment to a staff email address
– no articles will be delivered directly to a patron e-mail account

Books may take a few days to arrive at your location since we may need to obtain the materials from a college and department library or our storage facility (SW Depository). The loan period is 3 weeks with one two week renewal.

Articles may also take a day or two to arrive.

If you have any questions about how to submit requests or general questions about interlibrary loan at UC, please contact:

Lorna Newman
Head, Interlibrary Services and Government Documents Dept.
Langsam Library
513-556-1885 or lorna.newman@uc.edu

*Please note that these procedures pertain to University of Cincinnati Libraries locations only. Contact the Marx Law Library or Health Sciences Library directly for any materials needed from these locations.

05/09

