




## Requesting Items through Interlibrary Loan (ILL) – Fall 2018

Changes to the WorldCat interface that coincidentally coincided with the July 2018 update of SearchBox have slightly changed the way Interlibrary Loan (ILL) requests are placed. Please use the following procedures to request items that are not held by locations in the Washington Research Library Consortium (WRLC).



1. Use WorldCat to locate the item you wish to request. The link to WorldCat is located under the Books tab on the University Libraries homepage.
2. In the detailed item record, click on **Find it@CU** under the “Get This Item” section. This will run a search in SearchBox in a new window to determine if there are any copies in the WRLC that may be requested via CLS. However, unless any institutions are listed under “How to get it,” the item is not available in the WRLC and an ILL request must be placed.
3. To view the request links, sign in to SearchBox by clicking on this message.

Please sign in to check if there are any request options.  Sign in

4. To request the item through ILL, click this link at the bottom of the record. You will be directed to sign in to ILLiad using your Cardinal Credentials.

Request this book via ILL    
-- will arrive in 2-3 weeks

5. If you would like to request a chapter or specific range of pages, click this link at the bottom of the record instead.

Request this article or book chapter via ILL    
-- will arrive in 2-5 days

6. If the request is submitted successfully, you will see a confirmation message. When the item is ready for pick-up, or if there is a problem retrieving the item you requested, you will receive an email.
7. If you have any trouble placing a request, please email [lib-ill@cua.edu](mailto:lib-ill@cua.edu). Please include any error messages or screenshots you encounter to help us resolve your problem quickly.