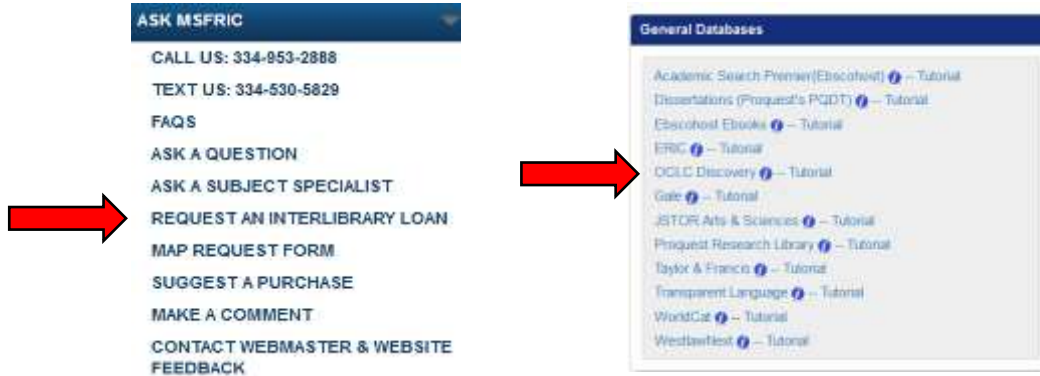
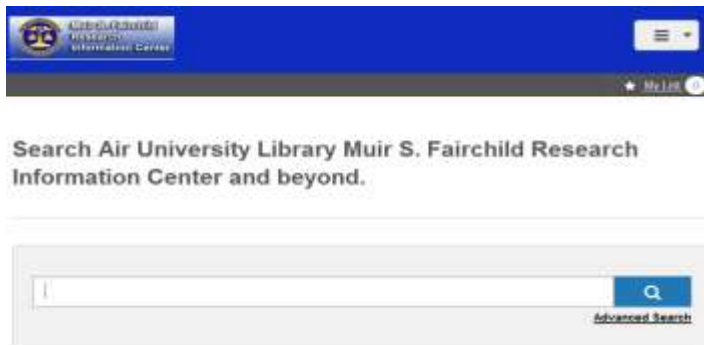


Inter-Library Loan Process

You can access ILL Requests in two places. The first is located on the MSFRIC homepage under **ASK MSFRIC**, and the second is located on the database page under **General Databases**, called OCLC Discovery:



To access OCLC Discovery, you will need the Subscription Database login name and password. After you have the login, you can start your search:



After you have located the item you were looking for, click on the **Request Item**:



If you do not have an ILL account, click on **First Time Users** to create an ILL account:



After the ILL account has been created, you will then be able to login to the ILL system to complete the item request form.


Note: The * indicates the required field for both **Books and Journals** see below. **Books** also require the following fields to be filled in: **Publication Date** or **Edition** and if shown the **ISBN Number** and **OCLC Number**. **Journals** also require the following fields to be filled in: **Volume Number/Issue Number, Month and year** of the issue and **Page Numbers**, and if shown the **ISSN Number** and **OCLC Number**. If possible include as much information as you can.

Photocopy Request

* Indicates required field

Enter information below and press the Submit Information button to send.

Describe the item you want

* Title (Journal, Conference Proceedings, Anthology) 
Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number or Designation

Month

Year


Inclusive Pages

ISSN/ISBN (International Standard Serial/Book Number)
If given will speed request processing

Call Number

OCLC or Doctype UI Number

Article Author


* Article Title 


Book Request

* Indicates required field

Enter information below and press the Submit Information button to send.

Describe the item you want

* Author/Editors 

* Title 
Please do not abbreviate unless your citation is abbreviated

Publisher

Place of Publication

Date of Publication

Edition

ISBN (International Standard Book Number)
If given will speed request processing