# Interlibrary Loan (ILL)

You can still request access to articles, books, and other items that the library does not own through a service called Interlibrary Loan (ILL).

Creating an ILL account:

1. To create an ILL account, visit the Libraries homepage at https://www.binghamton.edu/libraries/.

2. Click on the Interlibrary Loan link, located right below the main search bar.

3. The link will take you to a page where you can log-in to your ILL account (also called ILLiad). Log-in with your PODS ID. It will then prompt you to fill out a quick form with some basic info about yourself. After you complete the form, you have created your ILL account!
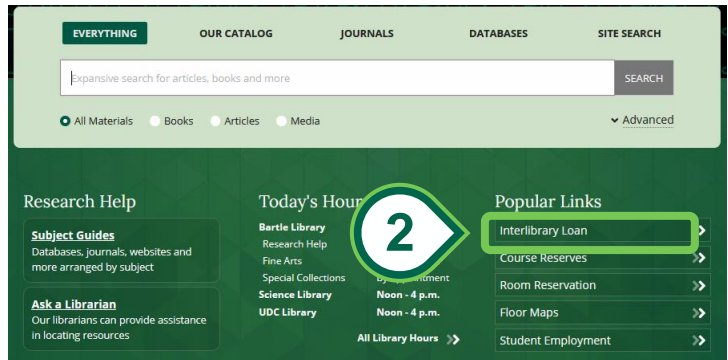
Requesting Materials through ILL: Part 1

1. After logging into your ILL account (see above), you can request materials by first selecting the item type for your request on the left-hand side of your screen.

1. Clicking on an item type will take you to a form to fill out with information about the item you are requesting, such as title, author, etc. The only fields that are required for you to fill out are the ones with the red asterisk next to them. (Note: if you are requesting a physical item, you can select which library location you want to pick the item up from in the form.)

1. After you have finished filling out the item request, hit the "submit request" button at the bottom of the page. Your ILL request has just been sent!
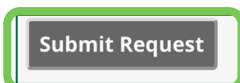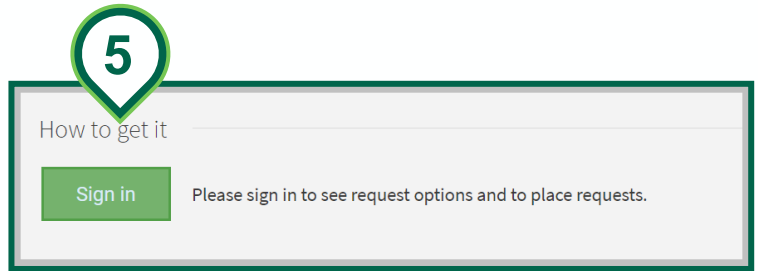
Requesting Materials through ILL: Part II

4. You can also request items through ILL directly from the Find It! catalog. If you are looking at the record of an item in the Find It Catalog that we do not have access to, you can request it by first going to the "How to Get It" section of the record.

4. Once there, you may see a link that says "sign in to see request options...." If you see this, click on the link to sign-in with your PODS ID to request the item.

4. After you are signed-in, you will then see a link that says "Request article or book chapter" appear in the "How to Get it" section. Clicking on this link will take you directly to your ILL account (Note: you may need to log-into your ILL account with your PODS ID, as well).

4. After logging into your ILL account, a form will appear that will automatically fill out some of the item's information. After looking it over, hit the "submit request" button to send in your request!

How to get it

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Sign in — Please sign in to see request options and to place requests.

How to get it

Request article or book chapter **6**

Submit Request **7** m | Cancel - Return to Main Menu

Downloading & Picking-Up ILL Items:

1. After you have submitted your ILL request, you will receive an email when the item is available for pick-up or for download. You can also always check-up on the status of your request by logging into your account and checking your dashboard.

1. To pick up a physical item that was requested through ILL, go to the library location you requested as the pick-up spot for your ILL and visit the Reader Services desk. They will hand you your ILL item and you can check it out with your B-card.

1. To download an electronic item that was requested through ILL, click on the link provided in the email that says your item is available. This link will take you to your ILL account. Log-in with your PODS ID. You will then see the option to view & download a PDF of the item. Electronic PDFs in your account will be available to download for about a month before being removed.

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Requests			
Type	Title	Author	Status
Article	Library and Information Science Research: Perceived Role Conflict, Role Ambiguity, and Reference Librarian Burnout in Public Libraries		Request sent to prospective lending libraries

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Electronically Received Articles			
Transaction	View	Size	Title
1011890	View	1.27 MB	Library & information science research.: Perceived Role Conflict, Public Libraries