Interlibrary Loan

Interlibrary Loan (ILL) is a service offered to LMU faculty, staff, and students that allows LMU library users to borrow physical materials from other libraries or to obtain copies of articles or chapters from titles which are not held by Carnegie-Vincent Library.

Setting up an ILL account

1. Click the Interlibrary Loan link on the library’s home page.
2. Click on the First Time Users link.
3. Fill out the required information on the registration form.
4. **NOTE:** You must list your LMU email address on the registration form.
5. Scroll to the end of the form and click the “Submit Request” button when you have filled in all the information required on the form.

Requesting Items

1. Click on the appropriate link under New Request.
2. Fill out the required information in the request form.
3. Click Submit Request.

Information on the Interlibrary Loan request form may be filled in automatically by accessing Interlibrary Loan via the Find It button or the Request Item button available in database or Worldcat records.

Log in to your ILLiad account and click the Outstanding Requests link in the left menu to check the status of your requests.

Receiving Items

Most items requested through Interlibrary Loan arrive within 7 to 21 days.

Students attending the Harrogate or Middlesboro campuses must pick up print items at the Carnegie-Vincent Library, Technical Services (first floor).

Students attending extended sites will have print materials mailed to them at the address provided in the ILLiad account.

Most electronic articles/chapters will be received via email or in the patron’s ILL account.

Returning Items

The lending library sets the due date for the borrowed item. Library patrons must adhere to due dates.

All items must be returned to the ILL box located on the Carnegie-Vincent library’s first floor in Harrogate or must be mailed via USPS mail to the Harrogate campus library (using the return label enclosed with the item). Returned ILL items will not be accepted at any other campus.

The borrower is financially responsible for the replacement or repair of materials lost or damaged during his/her use of them or for late fees charged by the lending library for ILL items.

Questions?

Contact Bethany Farmer (bethany.farmer@lmunet.edu, 423-869-6352) if you have problems or questions.