How to Borrow a Book from Another Library Using Interlibrary Loan (ILL)

Is the material you need for your research not in the Macdonald-Kelce Library collection?

Books not in the library’s collection can be requested through the Interlibrary Loan (ILL).*

1. Once you know the book you want go the library's front page (http://utopia.ut.edu/) and choose Interlibrary Loan from the list of links at the top of the page (http://utopia.ut.edu/interlibrary.htm).

2. On the Interlibrary Loan page you will see a link for requesting books, as well as chapters within books and articles.

3. Fill out the form and your request will be processed. You will receive an email noting that your request has been made, then another email when your item arrives.

4. Pick up your book at the library! The due date will be attached to the book.

While Interlibrary Loan is most often used to support student and faculty research, note that it is available to students, faculty, and staff, and can be used to obtain books for any reason (including entertainment, and satisfying intellectual curiosity).

Materials not available through ILL include: Electronic books (E-books), DVDs, or CDs. The book as a physical object can be borrowed through Interlibrary Loan. Articles can also be requested, and will come as a link to a .pdf. If you are looking for a specific CD or DVD ask a librarian the library reference desk.

*Interlibrary Loan is a service that allows librarians to share requested materials with other libraries.