



PATRON GUIDE ON HOW TO MAKE INTERLIBRARY LOAN REQUEST

April 2019

Interlibrary loan service is for students and staffs to request resources that are NOT available in the library collection. This is patron guide showing the step-by-step instruction on how to make ILL request on Nusearch.

How to submit interlibrary loan request on Nusearch?

Library users are able to submit interlibrary loan request on Nusearch. There are two ways to submit ILL request online. Please sign in your library account before make ILL request.

Via Expand My Results Function (Expanding results include available and unavailable resources in our library system)

1. Search item title (e.g., business management) and tick '*Expand My Results*'.



The screenshot shows a search results page for the query "business management". The search bar at the top contains the text "business management" and is highlighted with a red box. Below the search bar, there are options for "All Collections" and "ADVANCED SEARCH". The main content area displays two search results. The first result is an article titled "Family business management" by Gurd, Bruce; Thomas, Jill, published in the International Journal of Entrepreneurial Behaviour & Research. The second result is a book titled "Business Administration Management" by Shin, Lela, published by World Technologies in 2012. The book result is highlighted with a red box, and the text "Check availability" is visible below it. On the right side of the page, there is a "Filter my results" section with a checked box for "Expand My Results", a "Sort by" dropdown set to "Relevance", and sections for "Availability" and "New Titles".

2. Find the item which is not available in our library system and click on 'Check availability'.

This screenshot is identical to the one above, showing the search results for "business management". The book result, "Business Administration Management" by Shin, Lela, is highlighted with a red box. The "Check availability" link below the book title is also highlighted with a red box, indicating the next step in the process.

3. Click on 'Interlibrary Loan request'.

NUsearch doesn't have the resource you're looking for
Why not submit an Interlibrary Loan request so we can get the book or article for you?

[Interlibrary Loan request](#)

[Suggest a book or journal for purchase](#)



4. Check item information and submit the request.

Title:	Business Administration Management
Author (Last name, first name):	Shin, Lela
Author initials:	L
Edition:	
ISBN:	9788132339694
Publisher:	World Technologies
Publication date:	2012-01-01
Place of publication:	
Additional Author (Last name, first name):	
Volume:	
Part:	
Chapter:	
Series Title Number:	
Pages to photocopy:	

Delivery details

All articles will be delivered to you by email

Format:*

Physical Electronic

Choose your library:*

Main Library - Enquiries Desk (Resource Sharing) ▼

Comment:

Request

Cancel



Via Interlibrary Loan Form (fill ILL item information online)

1. Find 'INTERLIBRARY LOAN FORM' on Nusearch menu.

The screenshot shows the Nusearch website interface. At the top, there is a navigation bar with the University of Nottingham logo and the text 'UK | CHINA | MALAYSIA'. The main navigation menu includes: Home, Need help?, Find databases, Find e-journals, BrowZine, and Purchase Request. A red box highlights a three-dot menu icon in the top right corner. Below the navigation bar is a search bar with the placeholder text 'Search anything' and a magnifying glass icon. To the right of the search bar is a 'Show More' button and an 'ADVANCED SEARCH' link. The main content area is divided into several sections, each with a title and a brief description:

- HOME**: Start a new search. Welcome to NUsearch China. Read about search shortcuts, new filters, simpler sign in options and much more.
- NEED HELP?**: Get more help on how to use NUsearch. Additional resources.
- FIND DATABASES**: Search or browse for database names and follow the links for direct access.
- FIND E-JOURNALS**: Search across all of our e-journals by title and browse by subject or provider.
- BROWZINE**: Try BrowZine to find, read and monitor major academic journals. Reading Lists Access the online reading list for your course.
- PURCHASE REQUEST**: Recommend books and periodicals for the library to order.
- INTERLIBRARY LOANS**: Request items we don't have on NUsearch.
- TAGS**: Look for tags that you and others have used to link common search results together. Need help? is always available from the NUsearch menu, and further help and support can be found...
- JOURNAL SEARCH BETA**: Journal Search Beta.
- INTERLIBRARY LOAN FORM**: Use this form to check our holdings before making an Interlibrary Loan request. (This item is highlighted with a red box in the original image.)
- DATABASE SEARCH BETA**: Database Search Beta.
- COLLECTION DISCOVERY BETA**: collection discovery.
- PURCHASE REQUEST FORM**: Recommend books and periodicals for the library to order.



2. Fill Interlibrary Loan Form and submit the request (Please give us all the details you have, entering them in the correct place on the form).

Interlibrary Loan form

Use this form to check our holdings before making an Interlibrary Loan request
For best results include a title, ISSN, ISBN, DOI or PMID (PubMed Identifier)

Article Book

Article Title _____ Journal Title _____

Year _____ Month ▼ Day ▼

Volume _____ Issue _____

Start Page _____ End Page _____

ISSN _____ DOI _____ PMID _____

Author Last Name _____ Author First Name _____ Author Initials _____

Publisher _____ Publication Date _____

RESET SUBMIT

How to check your ILL request status?

You will be kept informed of the progress made via email OR you could check your ILL request status by signing to your library account on Nusearch.