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*'.

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

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.

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.