



# Submitting an Interlibrary Loan Request

September 2022

Staff and students are able to submit interlibrary loan (ILL) requests on NUsearch. There are two ways to submit an ILL request online.

**Note: Before submitting a request, please sign in to NUsearch first.**

## Method 1(Recommended): Expand beyond library collections

1. Click '**Expand beyond library collections**' on the right side of the result webpage to incorporate resources beyond the Library collection. Click '**Check availability**' to go to the item information page.

The screenshot shows the NUsearch interface. The search bar contains the text "Impacts of leadership styles in health and social services:". Below the search bar, there are filters for "All items", "with the words", and "anywhere in the record". The results section shows a single article with the title "Impacts of leadership styles in health and social services: A case from Quebec exploring relationships between emotional intelligence and transformational leadership". The article is by Rinfret, Natalie; Laplante, Joelle; Lagacé, Marie Claude; Deschamps, Carl; Privé, Catherine. It is from the International journal of healthcare management, 2020, Vol.13 (1), p.329-339. The article is marked as "PEER REVIEWED". A red box highlights the "Check availability" link. On the right side, there is a "Filter my results" section with a red box around the "Expand beyond library collections" option, which includes the subtext "What does this mean?".

2. Click '**Interlibrary Loan request**' and follow the steps to complete the request.

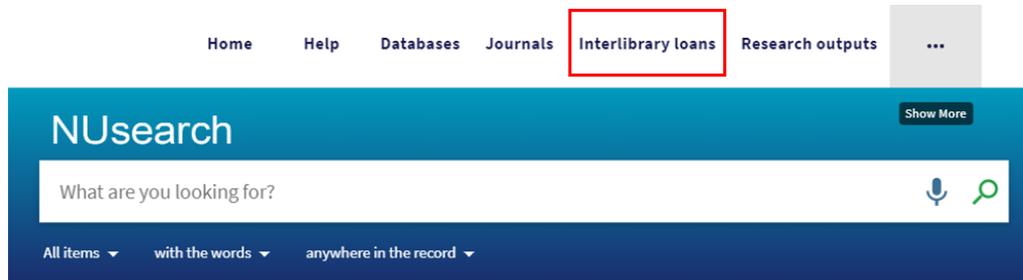
The screenshot shows the "Check availability" page for the article. The page has a sidebar on the left with options: "Send to", "Check availab...", "Details", "Extra links", "Citations", and "Tags". The main content area has a "Check availability" button. Below it, there is a message: "NUsearch doesn't have the resource you're looking for. Why not submit an Interlibrary Loan request so we can get the book or article for you?". A red box highlights the "Interlibrary Loan request" link. Other options include "Suggest a book or journal for purchase" and "Check for Open Access version".



If you cannot find the item you are looking for with Method 1, please try another approach below.

### Method 2: Manually fill in an ILL request form

1. Click 'Interlibrary loans' tab above the search bar



2. Complete the form with as much information as possible which will be helpful to locate the item in other libraries (pay attention to select the right type of resources).

### 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    Journal

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

For both methods, you will receive an e-mail informing you about the result of your request (successful or not).

For any further problems, please feel free to contact [ILL@nottingham.edu.cn](mailto:ILL@nottingham.edu.cn).