

# HOW TO MAKE AN ILL REQUEST

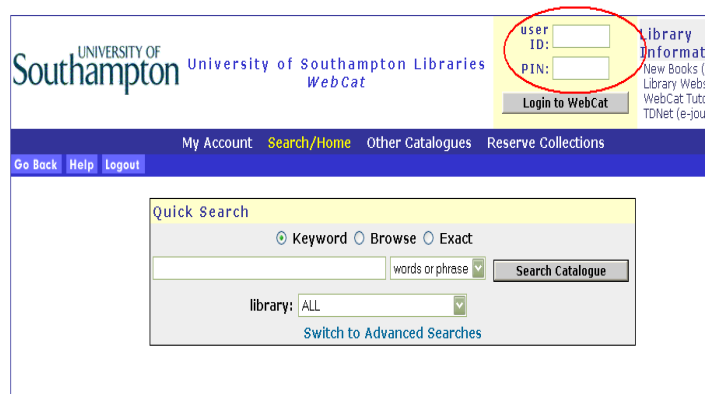
This is a step-by-step guide to submitting inter-library loan requests online via WebCat. This is the preferred method for submitting ILLs and results in quicker service for you!

## Before you begin

- ✓ Please ensure you have checked [WebCat](#) and [TDNet](#) (for e-journals) to make sure that we don't already have the item you want.
- ✓ Make sure you have allowed enough time for the item to arrive - items borrowed from within the UK take on average 7-10 working days to arrive. Articles delivered electronically can be much quicker (around 2 days). Items from overseas will take much longer.

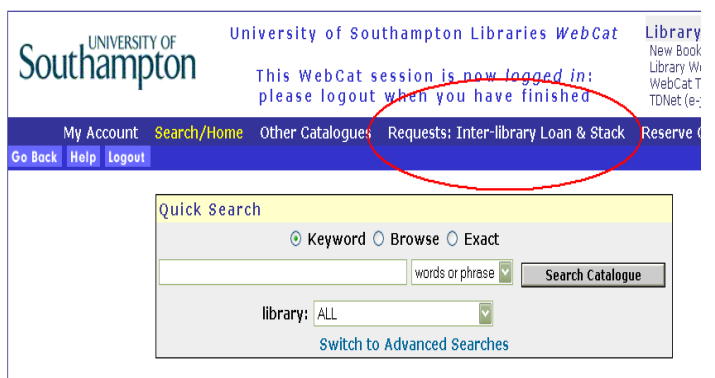
**1.** Log in to WebCat using your user ID and library PIN. Your ID number can be found on your ID card (use the whole number including the leading digit).

Ask at the Loans Desk or any library enquiry point if you don't know your PIN.



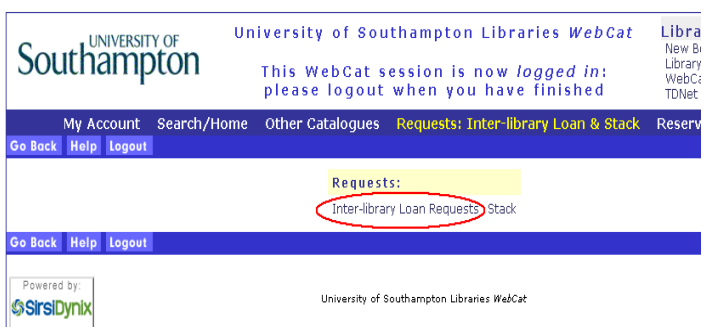
The screenshot shows the top navigation bar of the University of Southampton WebCat. The 'user ID:' and 'PIN:' fields are circled in red. The 'Login to WebCat' button is also visible. Below the login fields, there is a 'Quick Search' section with radio buttons for 'Keyword', 'Browse', and 'Exact'. A search input field is present with a dropdown menu for 'words or phrase' and a 'Search Catalogue' button. A 'library:' dropdown menu is set to 'ALL' with a 'Switch to Advanced Searches' link below it.

**2.** Once you have logged in to WebCat, select the ILL request option which will become visible.



The screenshot shows the top navigation bar of the University of Southampton WebCat. The 'Requests: Inter-library Loan & Stack' link is circled in red. The 'Quick Search' section is visible below the navigation bar, with the same search options as in the previous screenshot.

**3.** Select the option for **Inter-Library Loan Requests**. Stack requests are for items such as University of Southampton theses which are held in University Library closed access areas.



The screenshot shows the 'Requests:' dropdown menu. The 'Inter-library Loan Requests' option is circled in red. The 'Stack' option is also visible. The 'Powered by: SirsiDynix' logo is visible at the bottom left of the page.

4. Choose the relevant form for the item you are requesting. In this example we'll look at making a request for a journal article.

University of Southampton Libraries WebCat  
 This WebCat session is now logged in: please logout when you have finished  
 Library Information: New Books (Last 30 days), Library Website, WebCat Tutorial, TDNet (e-journals)  
 My Account Search/Home Other Catalogues Requests: Inter-library Loan & Stack Reserve Collections  
 Go Back Help Logout  
 Inter-library loan requests are only available to staff and students of the University of Southampton, staff at NERC and staff of Southampton University Hospitals Trust. A quota system is in operation for University staff and students. Please do not attempt to make requests if you do not have requests available as part of your quota.  
 Please ensure we do not have the item you require by checking our library catalogue (WebCat) and TDNet (e-journals) before submitting your request.  
 Inter-library loan requests  
 ILL Requests for Books/Theses (including pages from) ILL Requests for Conferences (including pages from)  
 ILL Requests for Journals/Articles (including pages from) ILL Requests for Standards/Reports  
 Go Back Help Logout

5. Fill in **all** the required fields - if you do not have the relevant information, write 'n/a' or 'unknown' in that field.

Don't forget to include the name of **your** school or department! For example, School of Humanities.

ILL REQUESTS FOR JOURNALS / ARTICLES (including pages from)  
 Journal title:  **\*\*REQUIRED FIELD\*\***  
 Year,Vol,Part,Pages:  **\*\*REQUIRED FIELD\*\***  
 Article authors:  **\*\*REQUIRED FIELD\*\***  
 Article title:  **\*\*REQUIRED FIELD\*\***  
 Comments:   
 Your e-mail/tel. no.:   
 School/NHS/NERC:  **\*\*REQUIRED FIELD\*\***  
 Fund code:   
 Address:

6. If you are asking for a *copy* of part of a publication, such as a journal article or a book chapter, you will need to print out and sign the online form **before** submitting it.

Be sure to click 'Place request' once you have printed it out.

Send the signed printout to the ILL Office in your home library (e.g. Hartley, Health Services, NOL or WSA) or hand it in at any Loans Desk.

Copyright Declaration: copy of article or part of a published work\*

- Please supply me with a copy of the item specified above, required by me for the purposes of research for a non-commercial purpose or private study.
- I declare that: a) I have not previously been supplied with a copy of the same material by you or any other librarian. b) I will only use the copy for research for a non-commercial purpose or private study and will not supply a copy of it to any other person. c) To the best of my knowledge, no other person with whom I work or study has made, or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose. d) If this item is delivered by an electronic method (including facsimile transmission), I will retain only a single paper copy and destroy any electronic copies after printing.
- I understand that if this declaration is false in a material particular, the copy supplied to me by you will be infringing copy and that I shall be liable for infringement of copyright as if I had made the copy myself.

\* Declaration not required if copy is for a commercial purpose & copyright fees paid service is being used.  
 Please sign below:  
 Your signature:   
 Date:   
 Place Request Clear

7. If you are asking for a *loan*, you do **not** need to sign anything. Simply click 'Place request'.

The ILL team will email you when your item arrives or if there are any problems in obtaining it. If you want to check on the progress of your request or have any other questions, please contact us by email ([illhart@soton.ac.uk](mailto:illhart@soton.ac.uk)) or telephone (external 02380 593 454, internal 23454).