Submitting an Interlibrary Loan Request

Through our Interlibrary Loan Service, NCTC library users have access to materials not physically owned by the library and articles not available in full text format through our databases. EbscoHost is the only collection that offers the ILL request link. Articles you find elsewhere (ProQuest, for example) that are not in full text will need to be requested by following the procedure outlined here. To use this function, you must have an active library account. Contact library staff to active your account.

On the library homepage, click the link for the Library Catalog.

You are now at the main catalog search page. You now need to log-in to your library account.

Click the link for Your Borrowing Record.
Log-in to your library account:
- **enter your 14 digit library account number** in the User ID/Barcode field
- **YOUR ACCOUNT MUST BE ACTIVE IN ORDER FOR THIS TO WORK!!!** Bring your ID card to the library desk to have your card activated.
- **enter your last name** in the Password field
- **Click the Log On tab**

On the User Information page, **Click the InterLibrary Loan link**.
Select which form is appropriate for your request: Book (also used for other media) or Journal

** Fill out the form with as much information as you have about the item you’re requesting. The more information you provide, the better chance the item can be located and delivered.

** The “Source” field is to input where you found the information about the item. Some examples: ‘ProQuest Nursing database’, ‘bibliography in a textbook’, etc…

** On either form, required fields are noted with an asterisk (*).

The completed form for a journal article request:
Scroll to the bottom of the form. You MUST click the restrictions statement box. If you don’t, your request will not be accepted. Then click the go tab.

You’re done … and your request is on its way.

**An important note about journal / magazine delivery:**
If a paper copy is sent, it will be delivered to the library. You will be notified via e-mail when it arrives. (An e-mail is also sent when books and media arrive to the library). **However**, electronic delivery is the preferred method. When an item is supplied to you electronically, you will be sent an e-mail from the Minitex Document Delivery office. The subject line will read “TIME SENSITIVE-Your Interlibrary Loan Material – xxxxxx” (the x’s being the document number). The e-mail provides directions to access the document on their server, including a log-in code.

**PAY CLOSE ATTENTION TO THE DIRECTIONS PROVIDED SO YOU DON’T MISS OUT. IT’S IMPORTANT THAT YOU OPEN THE E-MAIL FROM MINITEX RIGHT AWAY.** Once you open the document, you may print it out or save it somewhere.

**Here is the text of a Minitex notice:**

Your requested material (#xxxxxx) is available for pickup at:
[http://medd.minitex.umn.edu](http://medd.minitex.umn.edu)

**THIS IS YOUR LOGIN INFORMATION**

... NOTE THAT YOU ARE PROVIDED WITH A UNIQUE PIN NUMBER !!!!!!

Login with the following information:
Email = yourname.yourname@northlandcollege.edu
PIN = xxxxx

*****Your material will be available on the website for 5 viewings or 7 days after email notification, whichever comes first.*****

For more information, check the following URL for the Minitex Electronic Document Delivery (MEDD) FAQ and MEDD Troubleshooting Guide.
[http://www.minitex.umn.edu/docdel/medd/troubleshooting.aspx](http://www.minitex.umn.edu/docdel/medd/troubleshooting.aspx)

If you have any questions about this service please contact the library through which you requested this item.

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This material comes to you from the collections of a participating library of the MINITEX Library Information Network.************

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