Requesting Interlibrary Loans (ILL) at Bell Library

When the Bell Library does not have articles, books, or other documents that current TAMUCC students, faculty, and staff need, the Interlibrary Loan Service will find a way to get the materials. In order to use the service:

- Go to the Bell Library Homepage, http://rattler.tamucc.edu
- Under the Services link, select Interlibrary Loan
New User Registration and Logon

If you are requesting an ILL for the first time, click on First Time Users at the bottom of the screen.

Fill out the ILLiad registration form and click Submit.

Please Note: A Distance Learner is a current TAMUCC student or employee who resides 50 miles or more from the Corpus Christi area, or is enrolled exclusively in one of the University’s online programs. (Distance Learners must reside within the contiguous United States to receive loans through this service.) Faculty on sabbatical or performing field work and persons with disabilities may also qualify for the service.

Once you have set up your ILL account, you can immediately begin requesting ILL items.
If you forget your password, click on the **Forgot Password?** link.

![ILLiad Logon](image)

Enter your ILL username and click **Reset Password**.

![Forgot Password](image)

If you continue to encounter problems, please contact the ILL Department at 825-6557 or the Circulation Desk at 825-2340. A staff member is available to assist you M – F 8:00 am – 5:00 pm.

### Placing an ILL Request

Before placing and ILL request:

- Make sure the Bell Library does not own the item by
  - Checking the online catalog, **Portal**, for books, print journals, CDs, etc.
  - Searching the **Find Journals List** for online access to articles, book chapters, and electronic resources.
- See that you have a complete citation. Without the complete citation, an ILL request may not be possible to fill.

Once logged in to ILL, you can place a request by selecting from one of the five media types listed under the **New Request** section of the left-hand navigation menu.
Please Note: **Required Textbooks and Reserve Materials may not be requested through Interlibrary Loan.**

When you reach the request screen, fill in as much accurate citation information as possible according to the type of request you are filling out:

- **Book Requests:** Title of book, author/editor’s name, date and place of publication (if available).

- **Article/Book Chapter Requests:** Title of Journal/Book, title of article/chapter, author’s name, volume and issue numbers (if applicable), page numbers.

- **Thesis/Dissertation Requests:** Title, author’s name.

- **Media Requests:** Title of work, artist/producer’s name, preferred media format.
• **Newspaper Loan Requests**: Title of newspaper, place of publication, dates needed (can be a range).

    ![Newspaper Request Form]

    *Indicates required field*

    **Enter information below and press the Submit Information button to send.**

    **Describe the item you want**

    *Please do not abbreviate unless your citation is abbreviated*

### Checking the Status of Requests

**Outstanding Requests, Electronically Received Articles, and Checked Out Items** will all be displayed once you have logged in to the ILL website. More detailed information, including your request history and Cancelled Requests, can be found under the **View** section of the left-hand navigation menu.

![ILL Website Navigation Menu]

### Length of time for Arrival of Materials

Delivery times are dependent upon the availability of the item. On average, loans should arrive at the Bell Library 5 to 9 business days after the request is submitted. Articles generally post to your ILL account 2 to 3 business days after the request is submitted. However, patrons should be prepared for requests of any kind to take longer.

### Requesting a Renewal

If renewals are allowed by the lending library, you can request one through the ILL website as early as 14 days before the due date. To do so, log in to your ILL account and select the item you wish to renew from your displayed **Checked Out Items**. After selecting the transaction number, click the **Renew Request** link located above the transaction information. All renewals are subject to the policies of the
lending library and may be granted or denied. You will receive an email notifying you of the lending library’s decision and the due date.

Changing Your Personal Information and Account Status

If you need to update your personal information, or you have become a Distance Learner (see above), you can make these changes under the Tools section of the left-hand navigation menu. You will be prompted to supply the appropriate information. When finished, press the Submit Information button to complete the process.

If you update your information in SAIL, it does not automatically update within your ILL account.