

What is Interlibrary Loan?

Interlibrary Loan is a service that provides research materials not owned by OU libraries. These materials are borrowed from other libraries throughout the country and the world.

Who Can Use Interlibrary Loan?

Current OU students, faculty, staff, and Professors Emeritus of the OU-Norman campus can use Interlibrary Loan.

Contact Information:

(405) 325-6422

(405) 325-1919

interlibrary-loan@ou.edu

Screen Name: OUILLoan

(AOL, Gmail, Yahoo)

Interlibrary Loan Librarian:

(405) 325-0359

Office Hours:

Monday-Saturday

8:00am to 5:00pm

Sunday

12:00pm to 9:00pm

Interlibrary Loan Basics



(405) 325-6422

interlibrary-loan@ou.edu

<http://libraries.ou.edu>

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How to Request Books

First determine that the item is not owned by the OU Libraries by searching the library catalog.

To request an item, search the WorldCat database. WorldCat is listed as a database on the library's website.

After finding a record in WorldCat for the item you need, click on the Request via Interlibrary Loan link. You may be asked to log on if you haven't already. A form will open that is already filled out for you. Review the form and hit submit. That's it!

If a record for a needed item is unavailable in WorldCat, use the request forms located on your My ILL page to submit the request. To access these forms, log in to the library's website using your OUNetID and password. Click on My ILL and then choose one of the forms located under New ILL Request. Fill out and submit the form.

You will be notified by email when the item arrives. Items are available for pick-up at the circulation desk in Bizzell Memorial Library. You must present a valid OU ID to pick-up ILL items.

How to Request Articles

Locate the record for the needed article in one of the library databases. Once you have found an article record, use the Request via Interlibrary Loan link or OU Article Linker to order the article. The OU Article Linker will allow you to check the OU Catalog for availability. If the item is not available, a link is provided so that you may request it through interlibrary loan.

If a record for the desired article is unavailable in one of the databases, use the request forms located on your My ILL page to submit the request. To access these forms, log in to the library's website using your OUNetID and password. Click on My ILL and then choose one of the forms located under New ILL Request. Fill out and submit the form.

You will be notified by email once your article arrives. Articles are posted on your My ILL page.

Restrictions

Popular DVDs, music CDs and audio books are more readily available from a local video store, online vendor or public library. Required texts for class are also not available through ILL. Requests for such items will be cancelled by ILL staff.

Important Information

How to request renewals:

To request a renewal, go to your My ILL page, select the record for the item, and click the Renew button at the top of the page. You will be notified by email of the status of your renewal request.

Cost of the Service:

ILL is generally free for patrons. We will contact you before hand if we need you to cover some of the cost.

For more information:

Select the Interlibrary Loan link on the homepage of the library website (<http://libraries.ou.edu>).