How do I request a journal article from Interlibrary Loan?

Let’s say you have found information about a journal article in a footnote. If you have determined that LNDL does not have this article electronically or in print, then you might want to request it from Interlibrary Loan. First make sure you have enough time — it can take 1-2 weeks for an Interlibrary Loan request to arrive.

- To get started, sign into your Interlibrary Loan account. Use the link at the top left of the library homepage.

- Let’s say that we want to request the following article:


Go to the New Request heading on the left hand side of the screen. Then, click on “article.”

- You must fill in the information that has a red star next to it. For a journal article, this is the journal name, volume, year, pages and article title. Any additional information, such as the author’s name, will help the Interlibrary Loan department be sure that they have the right article.

- If you are missing any of the required information, please call the Research Assistance Desk for help.

- Put in the name of the journal. Do not put the name of the article in this box — you will do this lower down on the form. Then type in the volume number. If there is an Issue number, include this as well.

- Type the year and page numbers.

- Put in the author name or authors' names

- Now, add the title of the article.

- If the article won’t be useful after a certain date — say when your paper is due — you can put this date on the form. If you have not received the article by the designated date, your request will be canceled. Keep in mind that selecting a date that is just a few days away from the date you’re submitting a request does not mean that you will get the article any faster.

- If you have any other information about the article, it can be helpful to include that as well.

- Once the form is filled out, click on the “Submit Request” button.
• After you have submitted a request, you will be taken to the main screen of your account, where you will see a list of your current requests. You can check the status of your requests anytime by signing in and clicking on the transaction number.

• But what if you’re searching a research database and you’ve found an article that you need to request through Interlibrary Loan? Submitting that one is even easier.
  o When you’ve found an article that you want, but it’s not available full-text in the database, click on the Search for Full-Text button. If the article is available in another research database, you will be taken right to it. But if not, you’ll get a screen that will help you search the library catalog to see if we have the article in print. (If you need help figuring that out, just contact the Research Assistance desk.)

  o Once you’ve determined that we don’t have it, you can quickly submit an Interlibrary Loan request. As long as you already have an account set up, all you have to do is click on the request form link in Step 3. If you’re not already logged in to your Interlibrary Loan account, you’ll be prompted to do so. Then you’ll be taken straight to the request form for an article, which will already be filled out. Take a moment to make sure everything looks correct (and to change the Not Wanted After date if you need to), and then click on “Submit Request” at the bottom.