

ILL (Interlibrary Loan) Searching and Requesting Using Illuminar

To request an Interlibrary Loan Item, visit the library's catalog.

You can do a search without logging in, but if you wish to place a hold, request an interlibrary loan, or search on the available databases, it's best to log in first.

Log in on the left side of the screen using your library card number and password. If you do not know your number or password, check with a librarian.

Locate the **Advanced Search** button to change your search options. It is at the top & bottom of screen.

In the Advanced Search Screen, there are three sections. Put what you are searching for in the 1st section.

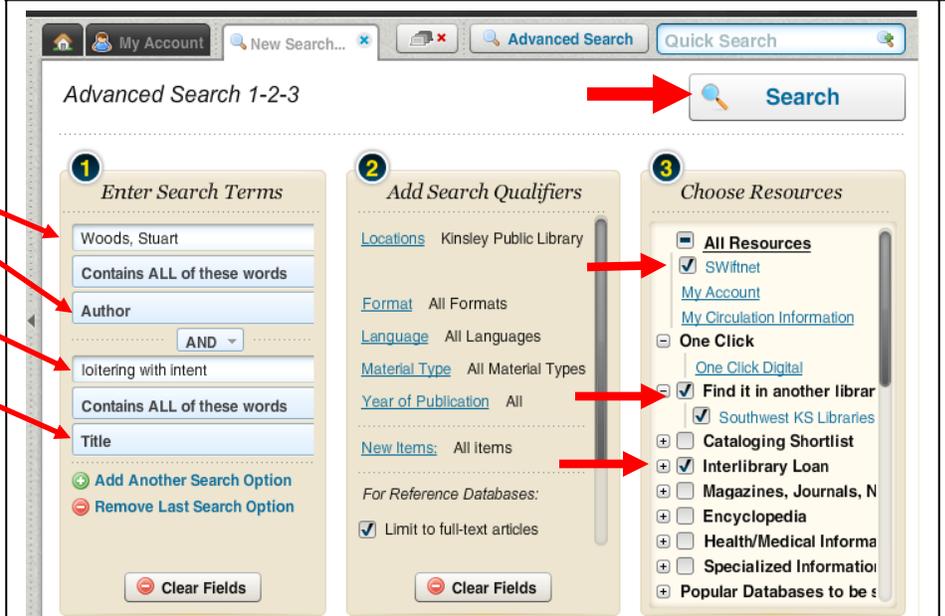
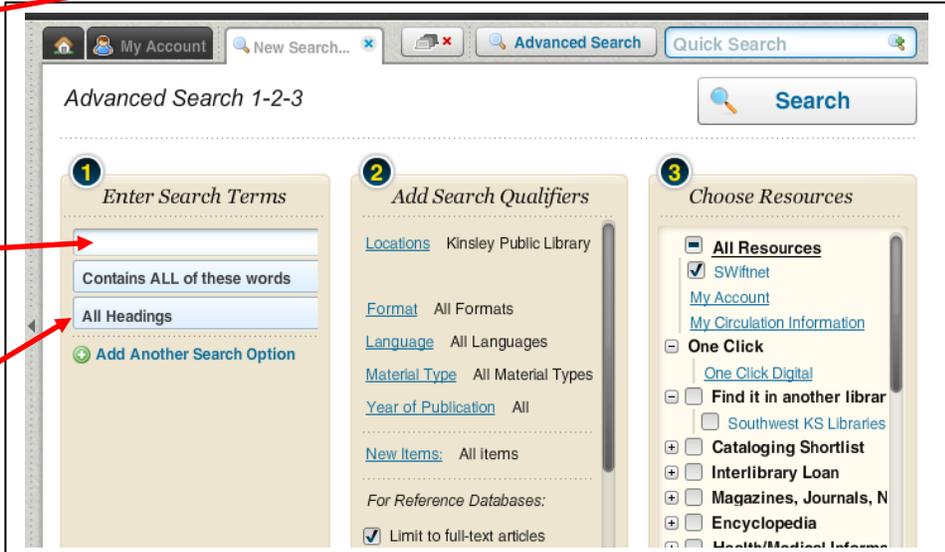
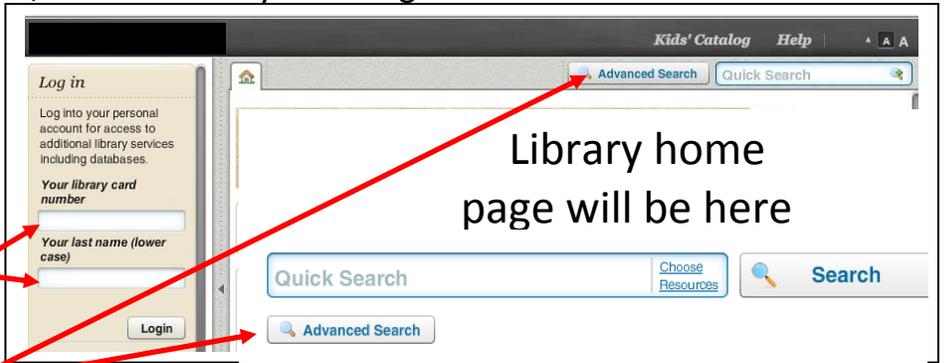
When doing an ILL (Interlibrary Loan) search, it often works better to search by **Author, Title, and/or Subject** rather than **All Headings**.

Type your first search term and change **ALL Headings** to whatever you wish it to be. You can click on **Add Another Search Option** to add another search term.

In the 3rd section, select where you want to search. For Interlibrary loan, click on the box beside **Find it in another library** and the box beside **Interlibrary Loan**.

Click on **Search**.

The search results will show Swiftnet (our local library) first. If what you want is listed here, you can click on **Reserve this Item** to get it from our library.



If what you want is not in our local library, click on the words **Find it in another library** or **Interlibrary Loan** to see the search results listed there. In this search there are 103 hits under Interlibrary Loan.

If you click on **Interlibrary Loan**, you can scroll through the 103 listed.

When you find what you want, you should click on the **title** to be sure it is in the format desired (book, audio CD, DVD, VHS, Large Print, etc.) Click on **Request This Item** on either this page or on the title page to request it through Interlibrary Loan.

*If you don't see the **Request This Item** button, check to be sure you are logged into your account. If you are logged in, your patron account may not be set to allow patron initiated requests and you should call the library for help.

Again, check to be sure this item is exactly what your want (correct title, author, format). Click **Submit** to send your request. Click **Cancel** if this item is not what you want.

You will now see a confirmation screen. You can close this screen or print it if you wish.

From now on, you can track the status of your Interlibrary Loan request by clicking on **My Account**.

Then clicking on **Items From Another Library**.

If using a public computer, be sure to Logout when finished.

You will receive an email when your item is available at the library. Be sure the library has your current email address.

This screenshot shows search results for the book 'Loitering with intent / Stuart Woods.' The main entry includes the title, author (Stuart Woods), date (2009), publisher (G.P. Putnam's Sons), and physical description (293 p.). A 'Request This Item' button is visible below the entry. To the right, a 'Results Summary' sidebar shows 103 hits under 'Interlibrary Loan'. A red arrow points from the text 'Interlibrary Loan' in the text above to the 'Interlibrary Loan' link in the sidebar. Another red arrow points from the text 'Request This Item' in the text above to the button on the search result card.

This screenshot shows the 'Request this item through Interlibrary Loan (ILL)' form. It includes fields for Borrower (KICI - Kinsley Library), Borrower's Phone (620 659-3341), Title/Journal Title (Loitering with intent), Author/Creator (Woods, Stuart), and Patron information. A large grey box with the text 'This area will be automatically filled in with your patron information.' is overlaid on the Patron's Last Name, First Name, and Contact 1 fields. A red arrow points from the text 'Submit' in the text above to the 'Submit' button at the bottom of the form.

This screenshot shows the confirmation screen for the ILL request. It states 'Your interlibrary loan request 2078318 has been submitted.' and provides details for the request, including the borrower (KICI - Kinsley Library), title (Loitering with intent), author (Woods, Stuart), and patron information (Weaver, Joan, director@kinsleylibrary.info). A red arrow points from the text 'confirmation screen' in the text above to the top of this screen.

This screenshot shows the 'My Account' page. The left sidebar has a 'My Account' menu with 'Items From Another Library' highlighted. The main content area shows 'ITEMS I HAVE REQUESTED FROM OTHER LIBRARIES' and 'ILL Request Limits'. A table lists the request details:

Reserved Items	Author	Pub. Year	Request ID	Request Date	Status	Doc
Loitering with intent	Woods, Stuart.	2009.	2078139	9/11/2012 10:07:59 AM	This request has been cancelled.	

A red arrow points from the text 'My Account' in the text above to the 'My Account' link in the sidebar. Another red arrow points from the text 'Items From Another Library' in the text above to the 'Items From Another Library' link in the sidebar.