



## ILL Requests Online

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If you cannot find the information that you need in this document, please contact the Inter-Library Loan team at [ILLS@qmu.ac.uk](mailto:ILLS@qmu.ac.uk)

## How to access the online request forms

Click on the link on the [ILL webpage](#) or go the <https://millennium.qmu.ac.uk/screens/ill.html>

To request an item, click on the corresponding link.



New Search My Library Account

### Inter-Library Loan Requests

Please choose one of the following request forms:

- [Book](#)
- [Journal article](#)
- [Chapter or portion of a book](#)
- [Proceedings of a conference](#)
- [Government publication](#)
- [Technical report](#)

Be sure to submit your request on the correct form. If you have submitted the wrong form for the item, you will be asked to re-submit your request.

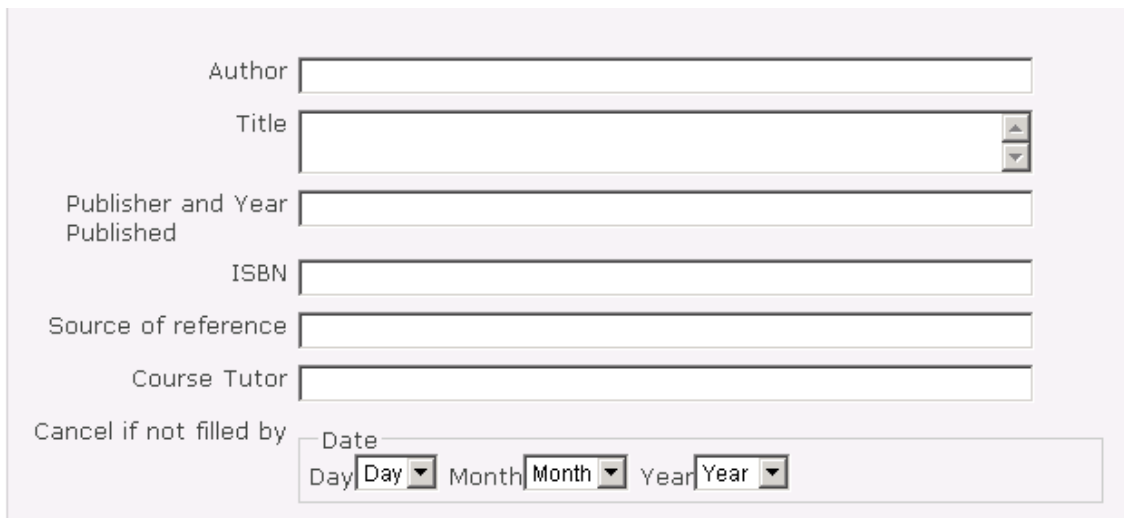
Log on to your Library Account using your QMU network username and password, i.e. the same username and password that you would use for WebCT and your QMU desktop.

A screenshot of the 'Library Catalogue Login' form. It has a title 'Library Catalogue Login' in blue. Below the title are two input fields: 'Username' and 'Password'. At the bottom of the form is a 'Submit' button.

Log in using your network username and password. If you've forgotten you can reset your password here: <https://u.qmu.ac.uk/reset/>

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## Book loan request



A form for requesting a book loan. It contains the following fields:

- Author: Text input field.
- Title: Text input field with scrollbars.
- Publisher and Year Published: Text input field.
- ISBN: Text input field.
- Source of reference: Text input field.
- Course Tutor: Text input field.
- Cancel if not filled by: A date selection area with dropdown menus for Day, Month, and Year.

Please use this form to request a loan of a book that is not available in the LRC collection.

Please enter as much information as possible about the book.

You may leave out the ISBN of the book if you are unsure of this, but the other fields must be completed. Please be sure to let us know your source of reference as it will help us find the item for you.

Incomplete information will lead to a delay in processing your request.

Taught postgraduate and undergraduate students must enter the name of the course tutor supervising their assignment or coursework in the '**Course Tutor**' field.

Click on the

I have read and agreed to the declaration above - SUBMIT REQUEST

button at the bottom of the form to submit the request.

Please check your QM email inbox regularly for updates on the progress of your ILL request.

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## Journal article copy request

Article Author	<input type="text"/>
Article Title	<input type="text"/>
Appears in Journal	<input type="text"/>
Year Published	<input type="text"/>
Volume	<input type="text"/>
Issue	<input type="text"/>
Pages	<input type="text"/>
Source of reference	<input type="text"/>
Course Tutor	<input type="text"/>
Cancel if not filled by	Date Day <input type="text"/> Day <input type="text"/> Month <input type="text"/> Month <input type="text"/> Year <input type="text"/> Year <input type="text"/>

Please use this form to request a copy of an article from a journal that QMU does not subscribe to.

Please bear in mind that copyright law allows us to obtain a copy of only one article per journal issue. If you wish to view more than one article in the journal issue, please enter "Whole Issue, please" in the '**Article Title**' field. We will then request for a loan of the journal issue.

Please enter as much information as possible about the journal article.

Incomplete information will lead to a delay in processing your request.

Taught postgraduate and undergraduate students must enter the name of the course tutor supervising their assignment or coursework in the '**Course Tutor**' field.

Click on the

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## Chapter or portion of a book copy request

Chapter Author	<input type="text"/>
Chapter Title	<input type="text"/>
Title of Book	<input type="text"/>
Book Author	<input type="text"/>
Pages in Book	<input type="text"/>
Publisher and Year Published	<input type="text"/>
ISBN	<input type="text"/>
Source of reference	<input type="text"/>
Course Tutor	<input type="text"/>
Cancel if not filled by	Date Day <input type="text"/> <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/>

Please use this form to request a copy of a chapter or portion of a book that is not available in the LRC collection.

Please bear in mind that copyright law allows us to obtain a copy of only one complete chapter or 5% of a book, whichever is the greater. If you wish to view the whole book, please use the **Inter-Library Loan Requests – Book** form.

Please enter as much information as possible about the chapter or portion of the book, including page numbers.

Incomplete information will lead to a delay in processing your request.

Taught postgraduate and undergraduate students must enter the name of the course tutor supervising their assignment or coursework in the '**Course Tutor**' field.

Click on the

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button at the bottom of the form to submit the request.

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## Proceedings of a conference copy request

Conference Sponsor	<input type="text"/>
Name of Conference	<input type="text"/>
Where and When Conference took place	<input type="text"/>
Particular Paper Desired	<input type="text"/>
Author of that Paper	<input type="text"/>
Issue	<input type="text"/>
Source of reference	<input type="text"/>
Course Tutor	<input type="text"/>
Cancel if not filled by	Date Day <input type="text"/> <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/>

Please use this form to request for a copy of a paper presented at a conference.

Please bear in mind that conference proceedings may take a long time to obtain and is very dependent on you providing us with as much information about the paper and the conference as possible.

Incomplete information may lead to a delay in processing your request and failure to obtain the paper.

Taught postgraduate and undergraduate students must enter the name of the course tutor supervising their assignment or coursework in the '**Course Tutor**' field.

Click on the

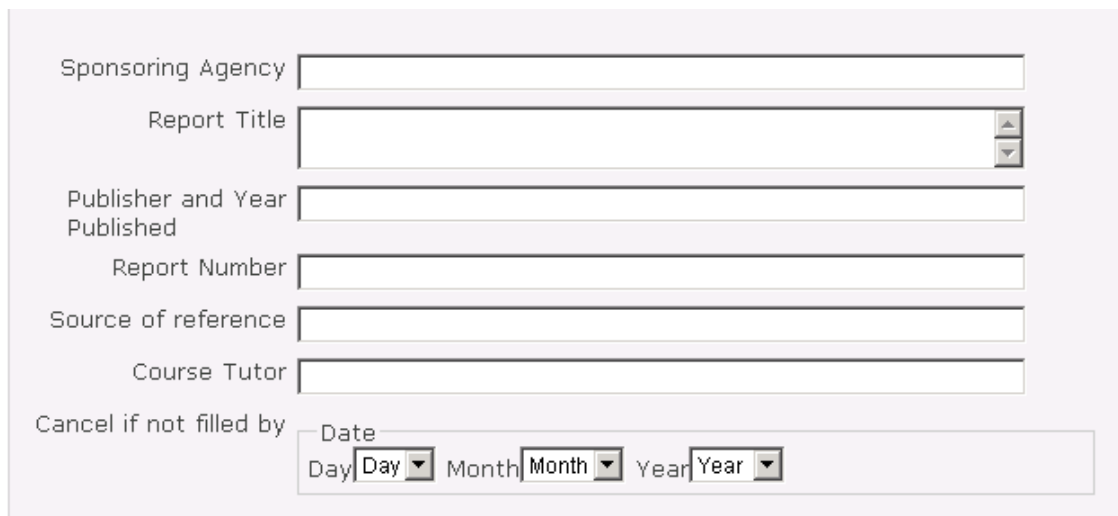
I have read and agreed to the declaration above - SUBMIT REQUEST

button at the bottom of the form to submit the request.

Please check your QM email inbox regularly for updates on the progress of your ILL request.

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## Government publication request



The form contains the following fields:

- Sponsoring Agency
- Report Title
- Publisher and Year Published
- Report Number
- Source of reference
- Course Tutor
- Cancel if not filled by: Date (Day, Month, Year dropdowns)

Please use this form to request for a copy of a government publication, such as a report, working paper, etc.

Please bear in mind that government publications may take a long time to obtain and is very dependent on you providing us with as much information about the publication.

Incomplete information may lead to a delay in processing your request and failure to obtain the publication.

Taught postgraduate and undergraduate students must enter the name of the course tutor supervising their assignment or coursework in the '**Course Tutor**' field.

Click on the

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button at the bottom of the form to submit the request.

Please check your QM email inbox regularly for updates on the progress of your ILL request.

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## Technical Report request

Sponsoring Agency	<input type="text"/>
Report Title	<input type="text"/>
Publisher and Year Published	<input type="text"/>
Report Number	<input type="text"/>
Source of reference	<input type="text"/>
Course Tutor	<input type="text"/>
Cancel if not filled by	Date Day <input type="text"/> Day <input type="text"/> Month <input type="text"/> Month <input type="text"/> Year <input type="text"/> Year <input type="text"/>

Please use this form to request for a copy of a technical report.

Please bear in mind that technical reports may take a long time to obtain and may be too expensive.

Incomplete information may lead to a delay in processing your request and failure to obtain the technical report.

Taught postgraduate and undergraduate students must enter the name of the course tutor supervising their assignment or coursework in the '**Course Tutor**' field.

Click on the

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button at the bottom of the form to submit the request.

Please check your QM email inbox regularly for updates on the progress of your ILL request.

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