Kennesaw State University

From the SelectedWorks of Sarah Kantor

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Requesting Articles Using Interlibrary Loan

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Available at: https://works.bepress.com/sarah-kantor/12/
Requesting Articles Using ILL

Use your ILLiad account to request articles that aren’t available at KSU. Use our handout “Requesting Books Using ILL” for more information about requesting books.

1. Start with your citation.

2. If you are looking for an article, make sure that KSU doesn’t have it by searching our journal holdings. You can search for journals by title or by ISSN. The ILL Department will cancel your request if KSU has access to the article.

3. You will get a results page that lists every magazine, newspaper, or peer-reviewed journal that matches your search. Find the right file in the results. One journal might be available in more than one place, so check the dates for the issue you need. If we have the journal and the year, click the link to find database.

4. If KSU doesn’t have this journal, or if we don’t have the issue with this article, request it using ILLiad. Go back to the library homepage (library.kennesaw.edu), then open the “Useful Links” menu and click “Interlibrary Loan.”

   If you found the article in SuperSearch, click "Submit Interlibrary Loan Request" to fill out the form automatically.

5. Log in to ILLiad using your NetID and password. If you don’t know your NetID, visit uits.kennesaw.edu/support/netid.php. If this is your first time using ILLiad, you will need to set up your account. Follow the instructions on the page. When you log in to ILLiad, click the type of material you are requesting under “New Request.” Choose your home library.

6. Use your citation to fill in the form. Everything with a red asterisk is required. When you have the form filled out, click “Submit.” The more information you give, the faster the item can be found.

7. You will be notified through KSU Email when your item has arrived. Log in to ILLiad to retrieve your article. Under the “View” menu, click “Electronically Received Articles.”

For more information, visit libguides.kennesaw.edu/interlibraryloan, or call 470-578-6002

For more help:

Kennesaw Campus
Checkout Desk: 470.578.6202
Research Help Desk: 470.578.6325
libanswers.kennesaw.edu

Marietta Campus
Checkout Desk: 470.578.7276

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