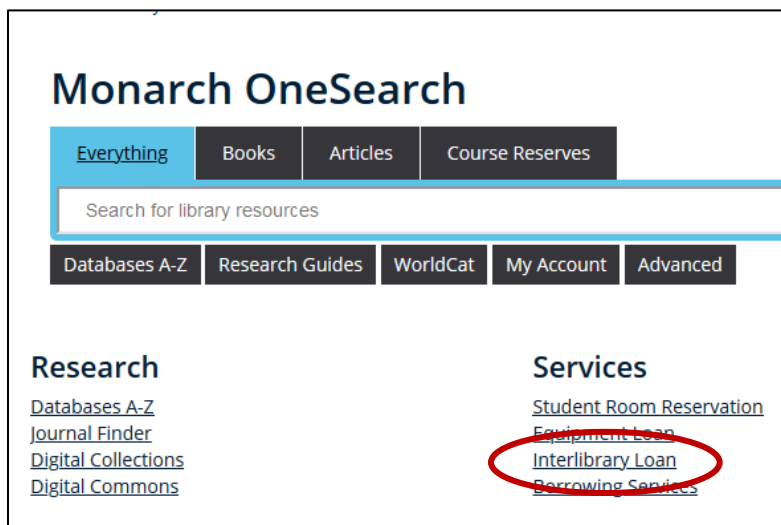Abbie Basile | ODU Libraries

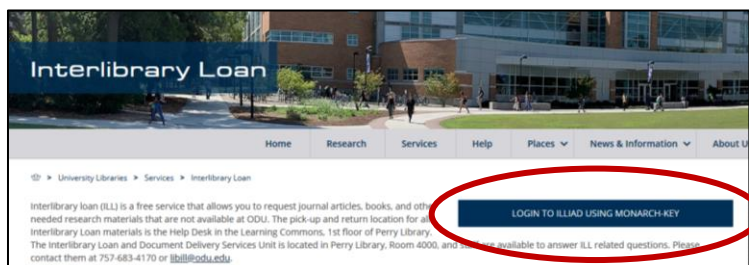abasile@odu.edu

USING INTERLIBRARY LOAN (ILL)

It's free and easy to make a request for items we don't own or have access to online.

Step 1:   Set-up your ILL account

A. Go to the Libraries homepage: https://www.odu.edu/library

B. Click on the "Interlibrary Loan" link in the Services column

C. Click on the blue button for "Login to ILLIAD Using Monarch-Key"

D. Login using your MIDAS credentials

E. Complete the Account registration form

Continued on next page →

Step 2: Find your item online

A. After your ILL account is set-up, you can request materials directly from the Libraries' system.

B. Locate the item in a Library Database (Engineering Village, SciFinder-n, etc.)

C. Click on the "Full Text" icon or link in that database.

D. If you don't see any blue links listed next to "Access it Here" then you can use ILL to request it for free.

NO blue links here?

Use ILL for free to request the item you want.
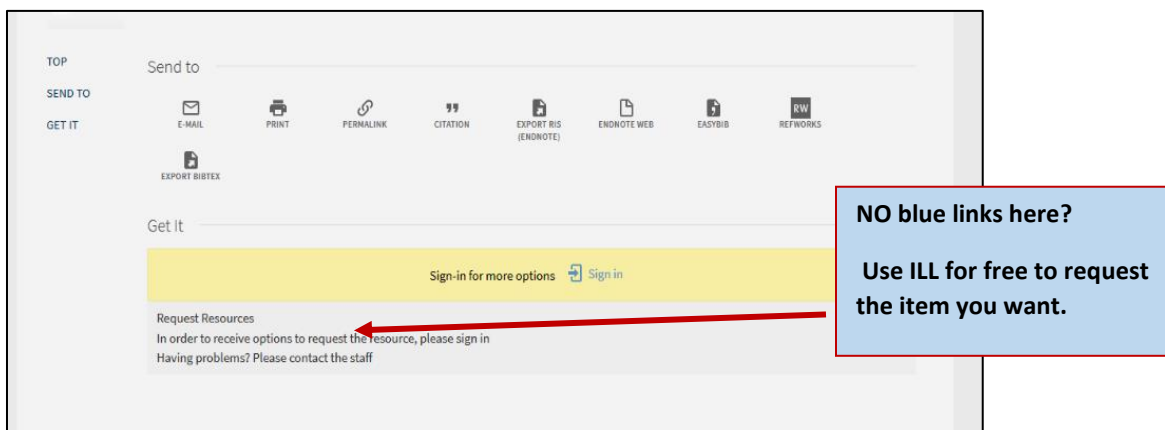
Step 3: Request your item online

A. Click on the **Sign in** link to login to your ILL account using your MIDAS ID and password

Step 4: After you request your item

A. Use the "Outstanding Requests" link below to check on the status of requests you have submitted.

B. When your item arrives, you will receive an email telling you that's ready for you.

- **Chapters, conference papers, journal articles:** The item will be a PDF in your ILL account
- **Books:** Bring your ODU ID to the Help Desk in Perry Library's lobby and ask for your ILL item.

Questions/Problems? Contact ILL staff: LIBILL@ODU.EDU   757-683-4170