Manual for submitting an ILL request

**Step 1.** Search in [WorldCat Discovery](https://www.worldcat.org):

Simple searches can be entered on the home screen. You can also enter advanced searches, either on the home screen or subsequent to a simple search.

**Step 2.** After entering a search term, a list of titles is generated. If the item you searched for is not available in the library, the ‘request this item via interlibrary loan’ button appears.

If an item in the title list (to the left of the screen) is indicated as being available in the Library UvA/HvA, it is not possible to submit an IBL request.

**ATTENTION:**

- E-books cannot be requested via ILL
- Always select the item stating that it is available at ‘libraries in the Netherlands’.
**Step 3.** Click on the ‘request this item via interlibrary loan’ button. Options for logging in will be displayed.

![Login Options](image)

Depending on the option selected above, a second log-in screen will be displayed.

![Second Login Screen](image)

Log in (with UvAnetID) as student/staff member  
Log in as external borrower

**Step 4.** Once you have logged in, you will see the request form (borrow or copy):

![Request Form](image)

Verify the bibliographical information, enter other (compulsory) information and add comments to the request (if necessary).
Step 5. After clicking on ‘submit request’, the request is submitted. You will then be forwarded to your own portal, where you will see confirmation of the request, including reference number, and an overview of all your other IBL requests.

Step 6. In the meantime, you can also log in directly to your portal to track the progress of your requests.

Books will be delivered to your selected pick-up location, articles will be sent by email (as a hyperlink or attachment).

For more detailed information on searching in WorldCat Discovery, please visit the OCLC site: https://help.oclc.org/Discovery_and_Reference/WorldCat_Discovery/Search_in_WorldCat_Discovery