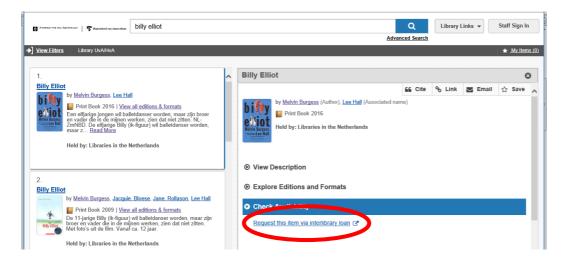
Manual for submitting an ILL request

Step 1. Search in WorldCat Discovery:

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.

🔀 Demonstra ve Ammone 🛛 🔯 fagedad ve Antonia	Library Links 👻 Staff Sign In
Library UvA/HvA	★ <u>My Items (0)</u>
Search Library UvA/HvA and beyond.	
	Q Advanced Search
	1

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.

Inloggen met UvANetID	
 Inloggen overige UvA/HvA	
inloggen övenge övarhva	

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

niversiteit van Amsterdam ogin		Inte	oggen	
httiD: httwoord:	De informatie op deze pagina is alleen toegankelijk voor bezoekers met een UvAnetID. Voor de veliigheid moet je uitloggen en je browser sluiten wanneer je geen toegang meer nodig hebt tot afgeschermde applicaties!		bruikersnaam chtwoord	
Wachtwoord vergeten?				Aanmelden Annuleren Wachtwoord (opnieuw) instellen

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):

Submit an Interlibrary Loan Request		
Request Type: Article Book		
* Required field		
About my item		
Title: *	Author: *	Publisher:
Billy Elliot	Melvin Burgess	
Place of Publication:	Date:	ISBN:
	2016	9781903434338
Title of chapter:		
About my request		
Service Type: *	Needed before (yyyymmdd):	Amount Willing to Pay:
LOAN	(YYYY-MM-DD)	
Comments:	I agree with additional costs *	
See for your costs: http://uba.uva.nl/diensten/lenen/lenen-bij-andere-t	ibliotheken/lenen-bij-andere-bibliotheken.html	
Pickup Location: *		
UB Singel V		
My address and contact information		
First Name: *	Last Name: *	E-mail Address: *
Mirjam	van den Bercken	m.j.r.l.vandenbercken@uva.nl
Mobile Phone:	Patron Type: *	
	v	
Submit Request Cancel		

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.

count Details	Miriam			
O Interlibrary Lo				5 Request
() Your libra	ary allows 15 active interlibrary loan requests at a time. If you have reached this limit, you	will be unable to submit more requests.		
Create Requ	iest			Sort by: Most Recent Viewing last 60 De
Request ID	Title	Status	Pickup Location	
192296580	Billy Elliot / by Melvin Burgess; Lee Hall; Jacquie Bloese; Jane Rollason Book	Submitted	UB Singel	Cancel
192259685	Doing it / by Mehin Burgess Book	Canceled	UB Singel	
<u>191775936</u>	De heilige Rita : roman by Wieringa, Tommy Book	Complete		
191580233	The song of the goddess : the Devî Gîtă : spiritual counsel of the great goddess by Brown, Chever Mackenzie Boook	Unable to provide		
<u>191256649</u>	Zomerhitte by Wolkers, Jan; Stichting voor de Collectieve Propaganda van het Nederlandse Boek Book	Complete		

Step 6. In the meantime, you can also log in directly to <u>your portal</u> to track the progress of your requests. Enter your communication preferences here (choose only e-mail):

Communication Preferences			Updat
Send updates to contact information that	is different from the information you	r library has on file. You are encouraged to enable email updates.	
Email	Phone Number	Select your communication preferences	
user-asserted-email@gmail.com	1-111-111-1111	 Send library account updates to me 	
		Send updates by email	
		Send updates by text message Standard rates and fees may apply	

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