Interlibrary Loan

This guide has been created to help you with requesting sources through interlibrary loan (ILL). Interlibrary loan is a free service that allows you to request sources that the CSS Library does not have access to. It usually takes 2-3 days for articles and scanned copies are sent to your CSS email. Books and other physical items may take a little longer – usually about a week.

There are a couple of different ways you can request items through interlibrary loan; either within the database by clicking on the Interlibrary Loan link or by filling out a blank ILL form.

Which one should you choose? If you are searching the databases, then click on the Interlibrary Loan link. You will find that this saves you time because the form will be filled out for you. Use the blank ILL form if you want to request a source found on the Internet (ex. Google Scholar), in a reference list, or some other source. Be aware that you will need to fill out the form as completely as possible.

Requesting an Interlibrary Loan through the Database

If the Library does not have access to the book or journal article that you need for your research project, you will find a link to interlibrary loan.

Click on the Interlibrary Loan and/or Request link. This will bring you into the library system.

NOTE: If you are not logged into Cor, you may be prompted for a username and password. The prompt will look as follows:
Use your network username and password, which is the same username and password you use to access Cor, Blackboard, or your CSS email.

Next, click **Sign In** to login to your Library account.
Next, click **Interlibrary Loan Request** to open the Interlibrary loan form.

Next, double check that the article title, journal title, and other information is correct in the online form. Make changes if needed.
NOTE: you can ignore the Address field and the Preferred Local Pickup in the online form if you are requesting an article. These fields are for requesting items to be mailed to your home address. However, if you are requesting a book or other physical item, you are a distant student, and you want the item sent to your home address, click the dropdown arrow next to Address and choose your home address. If your home address is different than what is displayed in the Address field, then put the correct address in the Comments box.

Once you are satisfied that the information in the online form is correct, scroll to the bottom of the form, and click Send.
The next screen will display a Copyright Notice. Click the **I agree with the terms** link to submit your interlibrary loan request.

Once you click on the **I agree with the terms** link, a message will display letting your know your request was sent.
Requesting Interlibrary Loan through the Blank ILL Form

For database that do not have the Interlibrary loan link available in them, articles located in Google Scholar, or those resources found at the end of reference lists, you can request these sources by filling out a blank interlibrary loan form.

You can find the blank ILL forms on the Interlibrary Loan link found in the Popular Links on the library homepage.

Once on the Interlibrary Loan page, you will find the blank Interlibrary Loan Form on the right side of the page.

NOTE: If you are not logged into Cor, you may be prompted for a username and password. The prompt will look as follows:
Use your network username and password, which is the same username and password you use to access Cor, Blackboard, or your CSS email.

Once you have logged into the Library system, you will be brought to the blank ILL form.

The form will default to the Book form. If you wish to request a book or video, fill out the form with as much information as possible. You must have at least the Book or Video title; however, the more information you put in the fields, the faster we can locate the item and have it sent to you.
If you want to request an article, click on the radial circle before Article. This will change the form to an Article form.

Fill out the form with as much information as you have about the article. However, at the very least, you must include the article title and the journal title.

If you would like the article to be scanned and sent to your CSS email, click the radial button before Digital. You can find this near the bottom of the form.
NOTE: you can ignore the Address field and the Preferred Local Pickup in the online form if you are requesting an article. These fields are for requesting items to be mailed to your home address. However, if you are requesting a book or other physical item, you are a distant student, and you want the item sent to your home address, click the dropdown arrow next to Address and choose your home address. If your home address is different than what is displayed in the Address field, then put the correct address in the Comments box.

Once you have finished filling out the online form, scroll down to the bottom of the form, and click Send.

The next screen will display a Copyright Notice. Click the I agree with the terms link to submit your interlibrary loan request.
Once you click on the **I agree with the terms** link, a message will display letting you know your request was sent.

**Asking for Help**

Please do not hesitate to ask for help when you need it! We are here to help you! There are a number of ways you can request assistance with your research project. They include the following:

**Contacting the Library:**

Email: library@css.edu  
Phone: (218) 723-6140  
Toll Free: (800) 447-5444 ext. 6140  
AskUs@CSS: https://css.libanswers.com/index.php