



# ***Ordering Articles through Interlibrary Loan***

Children's Hospital & Medical Center



# **Need an article or book that isn't in the CHMC Virtual Library?**

**The McGoogan Library's Interlibrary Loan (ILL) service is your source for these requests.**

**When you search for articles in CHMC databases, you can make requests for them as you go.**

**98% of our requests are for digital materials and are delivered to your ILL account either the same day or up to two business days, on average.**

# Request method: While you search (1)

**When searching databases, click on the appropriate full text button to get the article.**



# Request method: While you search (2)

**If the full-text isn't available, you will see a link to Request an article, directing you to order through Interlibrary Loan.**

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Publication Search

 [Request an article](#)

# Request method: While you search (3)

Once you log in to your account, the citation from the database will transfer into the form and you can submit your request.

**Article Request**

Enter information below and press Submit Request.

Journal Title (required)

Please do not abbreviate unless your citation is abbreviated

Article Title (required)

Article Author

Volume

# Logging in

You will log into the ILL system by entering your ILL username and password. If you don't have an account, you can create one.

**Logon**

New and returning UNMC users, please log in with your **UNMC NetID** (e.g. jdoe, john.doe) and password.

Username

Password

Logon

 [Create an Account for non-unmc.edu users](#)

 [Forgot Password for non-unmc.edu users](#)



# First time registration

**If this is the first time you have used ILL, you will first see a copyright notification and other important pieces of information.**

## Important Copyright Information

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of articles or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish an article or other reproduction. One of these specified conditions is that the article or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, an article or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

## FAQ (Frequently Asked Questions)

Before registering, you may wish to read the [FAQ](#). The FAQ may answer other questions you have about the ILLiad interlibrary loan system.

By pressing this button you acknowledge and agree to all of the terms and conditions above. Please pay particular attention to the copyright statement and the FAQ. After reading this information, you can press the "First Time Users Click Here" button to continue.

First Time Users Click Here



# Registration form

You will then need to fill out the registration form and use your CHMC email address. Children's Hospital is listed in the Department drop-down.

**New User Registration for Interlibrary Loan**

**User Information**

First Name (required)

Last Name (required)

Email Address (required)

UNMC, Nebraska Medicine, and Children's Hospital and Medical Center users should use their respective institutional email address.

Daytime Phone (required)

Department (required)

Status (required)



# Billing method

In the Billing Method drop-down, select Children's Funding and click the Add Account button.

**Add Billing Method**

- UNMC faculty, staff, and students (UNMC Free): Not charged for ILL service.
- Nebraska Medicine employees (Nebraska Med Funding)
- Children's Funding
- UNMC Free
- Nebraska Medicine Funding (Public Health Digital Library)
- University of Nebraska Omaha (UNO) employees (Children's Funding)
- ACS Funding
- Public Health Digital Library
- Invoice

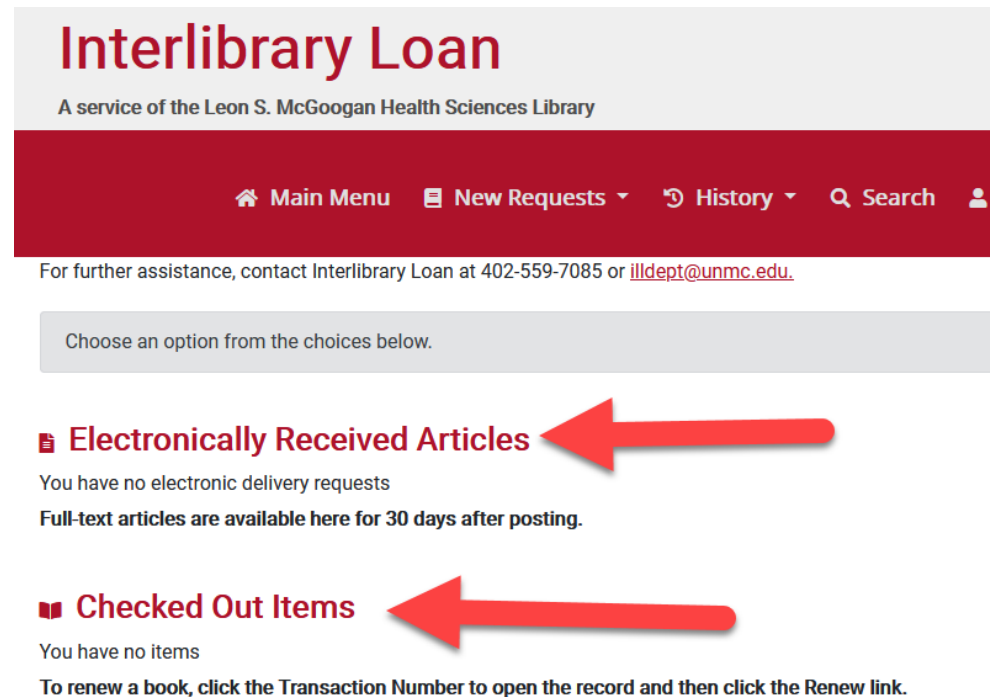
Choose a Billing Method

**Add Account**

Children's Funding is available in the library's collection and \$30 per request for material not available in the library's collection.


# Dashboard

The dashboard is the jumping off point for all ILL activities. Requested PDFs and a listing of book requests appear here.




The screenshot shows the Interlibrary Loan dashboard. At the top, the title "Interlibrary Loan" is displayed in red, with the subtitle "A service of the Leon S. McGoogan Health Sciences Library" below it. A dark red navigation bar contains links for "Main Menu", "New Requests", "History", "Search", and a user profile icon. Below the navigation bar, a grey box prompts the user to "Choose an option from the choices below." Two main sections are visible: "Electronically Received Articles" and "Checked Out Items". Both sections have red arrows pointing to their respective titles. The "Electronically Received Articles" section indicates that there are no electronic delivery requests and that full-text articles are available for 30 days after posting. The "Checked Out Items" section indicates that there are no items and provides instructions on how to renew a book.

**Interlibrary Loan**  
A service of the Leon S. McGoogan Health Sciences Library


[Main Menu](#) [New Requests](#) [History](#) [Search](#) 

For further assistance, contact Interlibrary Loan at 402-559-7085 or [illdept@unmc.edu](mailto:illdept@unmc.edu).

Choose an option from the choices below.

**Electronically Received Articles** 

You have no electronic delivery requests  
Full-text articles are available here for 30 days after posting.

**Checked Out Items** 

You have no items  
To renew a book, click the Transaction Number to open the record and then click the Renew link.

# Final notes

**The ILL system cannot process batch article requests (e.g. 10 articles in a single click) and should be made individually.**

**Due dates for loaned books are determined by the lending library. Renewals are available in most cases.**

**For book requests, we investigate ebook options, but at the present time, most publishers do not permit ebook ILL.**

**Same day requests (M-F) are available for emergency or urgent situations.**

# Thank you!

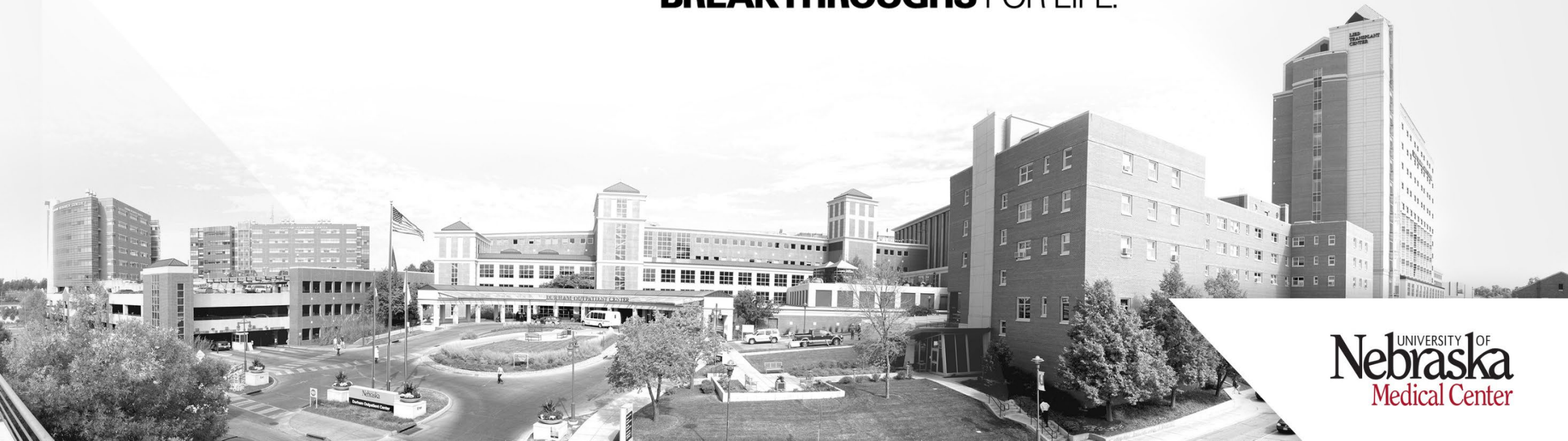
**The McGoogan Library is happy to assist you in obtaining the materials that you need for your educational, clinical, or research needs.**

**For assistance, email [illdept@unmc.edu](mailto:illdept@unmc.edu) or call 402-559-7085.**



**UNMC**<sup>SM</sup>

**BREAKTHROUGHS FOR LIFE.**<sup>®</sup>



UNIVERSITY OF  
**Nebraska**  
Medical Center