

# Interlibrary Loan User Guide

**How fast can we help you?**

<p><b>Hunter Library</b></p> <p><b>Accounts</b>  <a href="#">Hunter Library Account</a>                      -Login with name and 920#  <a href="#">ILL Account</a>                      -Login with registered username and password                      -New to ILL? Register <a href="#">here!</a></p> <p><b>Related Links</b>  <a href="#">Library Contact Information</a>  <a href="#">FAQ</a>  <a href="#">Video Tutorial</a></p>	<b>1. <a href="#">ABC Express</a> (WCU, ASU, UNCA) <span style="float: right;">1-2 days</span></b>			
	1) On the Hunter Library home page, enter the title of the item you are searching for.	2) On the right side of the next page, you can select the “Refine” option to find out which of the three UNC schools your item is located at.	3) Once you have selected the item, click “Check for Availability” under the item title. This tells you if it is an E-Book, print, or both.	4) Beneath this information, the exact locations, call numbers, and status, and whether or not there are holds on the book will appear.
	<b>2. <a href="#">UNC Express</a> (All 17 UNC schools) <span style="float: right;">1-3 days</span></b>			
	<b>Searching for an Item</b> 1) In the drop-box to the right of the search engine, select which type of key word you would like to search for 2) Enter key word(s) into search engine 3) Click “Submit”	<b>Navigating Results</b> 1) Scan through results to find the library nearest to you that has the item you are looking for. 2) Click on the item 3) Items not available from ABC or UNC Express can be requested on <a href="#">Interlibrary Loan/ Loan Shark</a> .	<b>Requesting the Item</b> 1) Click the "Request UNC Item" button on the WorldCat record 2) Beneath “Select Your Interlibrary Loan/Document Delivery Department,” select “WCU ILL Request <a href="#">Loan Shark - Book Request (WCU Only)</a> ” 3) Login to <a href="#">Loan Shark</a> and select “submit request”	
<b>3. <a href="#">Interlibrary Loan</a> (Everything else) <span style="float: right;">2 days to 4 weeks</span></b>				
1) Under “New Request,” select which type of item you are looking for.	2) Fill in as much of the information on the form as you can.  *More information makes the search easier for our librarians and you may get the item sooner.	3) Click “Submit Request” at the bottom of the page.	4) If your item is not available through ILL, <a href="#">contact Hunter Library</a> to get help with a more extensive search.	