

## **HOW TO PLACE AN INTERLIBRARY LOAN REQUEST**

**For students on the Cullowhee campus** – If you have searched the library catalog (<http://wncln.wncln.org/>) and found that the library does not have the material you need in print, electronically, or through some other medium or have it accessible from ASU or UNCA via ABC Express (<http://wncln.wncln.org/screens/abc.html>), please request it through Interlibrary Loan.

**For students who do not live in Jackson County and who do not have at least one class physically meeting on the Cullowhee campus** – For any material you need that you cannot get electronically through a database you are searching or the library catalog (<http://wncln.wncln.org/>), please request it through Interlibrary Loan.

1. Go to the Library home page at <http://library.wcu.edu> and look beneath the heading Library Services. Click the link Interlibrary Loan (<http://www.wcu.edu/1628.asp>).
2. Click the “Log in to the Interlibrary Loan System” link (<http://152.30.24.16/clioweb/inside/>, second option down on the Interlibrary Loan page). Please note, Interlibrary Loan requests are free to you.
3. Enter your last name and 92- ID number in the blanks provided and click the Log In button.
4. Click the “Create a New Request” link.
5. Click the type of material you want: Article, Book, Dissertation/Thesis, or Media.
6. If this is your first time in the Interlibrary Loan System, you will be asked to verify your contact information, your mailing address, and your class method. In addition, please make sure ALL of your contact information is CORRECT so that print materials will go to the right mailing address. If it is not, please correct this information with One Stop (<http://www.wcu.edu/vos/>).
7. After checking your information (if this was your first time into the Interlibrary Loan system – you should not have to see this screen again during your future Interlibrary Loan interactions), click the Save My Preferences button and once more click on the type of material you need.
8. Put as much information as you can about the material you need into the corresponding blanks provided. Please make sure to fill in all of the information in the blanks with red asterisks (\*). For the blank Not Needed After, put in an approximate date at which you will no longer need the material (we’ll keep on looking for stuff until we exhaust all possibilities).
9. Hit the Submit Request button. For most articles, you’ll be notified by email or phone (which ever preference you selected in Step 6) when your material is ready electronically. You’ll be able to log back into the Interlibrary Loan system at that time (or a few hours thereafter) and get your materials by clicking on the View Articles Online link from the Interlibrary Loan menu you see when you first log into the system.

For books, dissertations, other materials, and some articles, we can only send them to you physically through the postal service. Please make sure your mailing address is correct in your records. While we will mail those materials to you free of charge, you must pay the shipping costs to mail them back to Hunter Library.

**Please note, there are materials we may be unable to get. We will try our best.**

If you have any trouble, please call the Reference Desk at 1-866-928-5424.