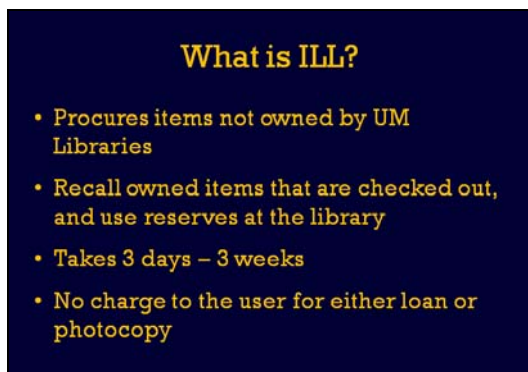




Slide 1  
Click on the top button to continue with the full tutorial or any of the other buttons to view portions of the tutorial.



Slide 2  
The buttons on the Table of Contents page allow you to jump to specific places in the tutorial, open the ILL webpage or open your email program to email the ILL Department. The navigation buttons at the bottom of the page allow you to return to the beginning with its Table of Contents, pause, and step forward and backward through the tutorial.



Slide 3  
The Law Library can obtain materials which we don't own or that are not available on campus from other libraries.



Slide 4  
The interlibrary loan service at the Law Library is only available for those faculty, staff or students affiliated with the Law School.



Slide 5  
Your interlibrary loan webpages can be reached through several links on the Law Library's website. Either click in the quick

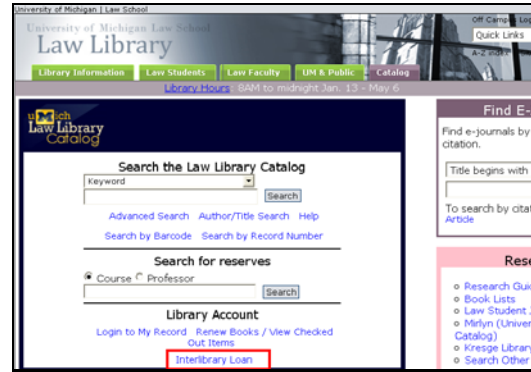


Slide 6  
links dropdown menu for the interlibrary loan link

# Interlibrary Loan



Slide 7  
or go to the Catalog page



Slide 8  
and click the Interlibrary Loan link there



Slide 9  
This is the main page for logging into University of Michigan Law Library Interlibrary Loans. Notice that you log in with your unique name and UMID number.



Slide 10-12  
To login, enter your unique name and your 8 digit UMID.



Slide 13  
Your information has been loaded into this system from the library records. The first time you enter this site, you will need to complete this form to verify the information. Red starred fields are mandatory.



Slide 14  
You must enter your email address. Notice that the preferred delivery is electronic and change if needed.

# Interlibrary Loan

Slide 15  
If you have an office or carrel, confirm that your address is correct and retype if necessary. Click on Submit Information when completed.

Slide 16  
Logging in takes you to your main interlibrary loan page. Active requests will show on this page. Alerts from ILL staff will appear in the upper right corner. To start your request, click the link for the appropriate type of request under New Request.

**Before you make a request...**

- Check the the **UMich Law Library Catalog** and other campus catalogs to make sure it's not available on campus first

Slide 17  
Before you make a request, make sure that it is not available on campus by checking the three UoM catalogs: Law, Mirlyn and Kresge.

Slide 18-22  
If your book isn't available, you will get this type of search result listing. The Mirlyn and Kresge Library catalogs can be accessed from the links on the right,

Slide 23  
or by the links in the Quick Links dropdown menu.

Slide 24  
On any of the request pages, you will need to provide as much information as possible on the item you want. Required fields show red asterisks. Leave non-required text fields blank if you have no relevant information.

Not Wanted After Date (the date you no longer need this) (MM/DD/YYYY)

ISSN (International Standard Serial Number) if known  
If given, we speed request processing

OCLC Number if known

**Notes**  
Put any information here that may help us find the item, as well as any other pertinent information.

**Where did you learn about this item?**

Where did you find this item cited?

Date of the work that cited the item.

Volume number of the work that cited the item.

Pages where the item is cited.

Submit Request Clear Form Cancel Return to Main Menu

Slide 27  
Add notes here for any other information you might have.

Univ. of Michigan Law Library Interlibrary Loan

Logoff Location Main Menu New Request Journal Article Newspaper Article Book Chapter Loan of Book Thesis or Dissertation Conference Proceedings Govt Publication Other (Free Text)

**Journal Article Request** \* Indicates required field

Enter information below and press the Submit Information button to send.

**Describe the item you want**

Journal Title  
Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number or Designation  
(e.g. "10," "Special issue," "Supplement")

Month or Month/Day or Season  
(e.g. "March," "March 27," or "Winter")

Year

Pages Needed (indicate if "unknown")

Article Author

Article Title

View  
Outstanding Requests Electronically Received Articles Checked Out Items Cancelled Requests History Requests All Requests Notifications

Tools  
Change User Information

Slide 28  
These links allow you to view specific information.

Univ. of Michigan Law Library Interlibrary Loan

Choose a request below for detailed information.  
Below are your active requests. Click on any transaction number for detailed information.

Logoff Location Main Menu New Request Journal Article Newspaper Article Book Chapter Loan of Book Thesis or Dissertation Conference Proceedings Govt Publication Other (Free Text)

View  
Outstanding Requests Electronically Received Articles Checked Out Items Cancelled Requests History Requests All Requests Notifications

Tools  
Change User Information

**Outstanding Requests**

Transaction	Type	Title	Author	Status
48	Book	State, your copiers only, show notes at archive.	Padua, Francis, 1588-1663.	Awaiting Request Processing

University of Michigan Law Library Interlibrary Loan  
Phone: 734.763.7940  
Email: [interlib@umich.edu](mailto:interlib@umich.edu)  
Copyright © 1999-2007 [lib.elsevier.com](http://lib.elsevier.com). All Rights Reserved.

Slide 29  
Outstanding Requests show the requests that haven't been received yet from another institution.

Univ. of Michigan Law Library Interlibrary Loan

Click on a link below to download or view.

Logoff Location Main Menu New Request Journal Article Newspaper Article Book Chapter Loan of Book Thesis or Dissertation Conference Proceedings Govt Publication Other (Free Text)

View  
Outstanding Requests Electronically Received Articles Checked Out Items Cancelled Requests History Requests All Requests Notifications

Tools  
Change User Information

Articles posted to this page will remain accessible by the requestor for 45 days from the date of posting.  
If prior to this time, you no longer require the use of an article, you may delete it using the "Delete" link to the right of the article information.

In the event that you accidentally delete an article from this web page, you may [update](#) articles or e-mail us at [interlib@umich.edu](mailto:interlib@umich.edu) to have them re-post.

**Electronically Received Articles**

Transaction	View	Size	Title	Author	Expires	Delete
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University of Michigan Law Library Interlibrary Loan  
Phone: 734.763.7940  
Email: [interlib@umich.edu](mailto:interlib@umich.edu)  
Copyright © 1999-2007 [lib.elsevier.com](http://lib.elsevier.com). All Rights Reserved.

Slide 30  
Electronically Received Articles point you to PDFs ready for download. They will remain available for 45 days. The system will email you when they are ready for pickup.

Univ. of Michigan Law Library Interlibrary Loan

Below are recent e-mail notifications that have been sent. Click on any subject for the content of the e-mail.

Logoff Location Main Menu New Request Journal Article Newspaper Article Book Chapter Loan of Book Thesis or Dissertation Conference Proceedings Govt Publication Other (Free Text)

View  
Outstanding Requests Electronically Received Articles Checked Out Items Cancelled Requests History Requests All Requests Notifications

Tools  
Change User Information

**Subscribe to Notifications Feed**

Notification	Subject	Sent
<a href="#">Automated Interlibrary Loan Notifications</a>	Automated Interlibrary Loan Notifications	1/18/2008 3:07:18 PM

University of Michigan Law Library Interlibrary Loan  
Phone: 734.763.7940  
Email: [interlib@umich.edu](mailto:interlib@umich.edu)  
Copyright © 1999-2007 [lib.elsevier.com](http://lib.elsevier.com). All Rights Reserved.

Slide 31  
Notifications lists the emails sent through the system about your requests. To view an email, select the Automated Interlibrary Loan Notifications link.

Univ. of Michigan Law Library Interlibrary Loan

Below is the detailed information for your e-mail notification.

Logoff Location Main Menu New Request Journal Article Newspaper Article Book Chapter Loan of Book Thesis or Dissertation Conference Proceedings Govt Publication Other (Free Text)

View  
Outstanding Requests Electronically Received Articles Checked Out Items Cancelled Requests History Requests All Requests Notifications

Tools  
Change User Information

**Notification Information**

Subject: Automated Interlibrary Loan Notification

Body:

Dear Barbara Iverson,

A request you have placed:

Title: State, your copiers only, show notes at archive. [State, "Local issue, List"]  
Author: Padua, Francis, 1588-1663.  
The item has been cancelled by the interlibrary loan staff for the following reason:

You need for an interlibrary loan.

Please may re-request again in one month (7/01/07 - 7/01/07, the date says 7 mo. 1

If you have a question about this cancelled item, please contact the interlibrary loan office at [interlib@umich.edu](mailto:interlib@umich.edu) or 734.763.7940 with the Transaction Number 48.

Thank you for using interlibrary loan and the University of Michigan Law Library.

Questions and comments regarding interlibrary loan policies and procedures may be directed to [interlib@umich.edu](mailto:interlib@umich.edu).

Our office telephone number is 734.763.7940.  
We have your current phone contact listed as: 763.9462

Slide 32  
Copies of emails sent to you can be viewed.



Slide 33  
Under Tools, use the link to Change User Information to update your contact information or change how you want electronic documents sent to you.

## How Do I Get Loaned Books?

- Books will be delivered to your assigned office or carrel.
- If neither is assigned, you may use it from the holdshelf.
- Loaned materials from the holdshelf must be returned to the holdshelf by the end of each day.

Slide 34  
If you request a book, it will be delivered to your office or carrel. If you don't have an office or carrel (or if it is film or video), it will be held at the holdshelf behind the Circulation Desk on Sub-2.

## How Do I Return Books?

**Interlibrary Loan**  
University of Michigan Law Library

This book has been loaned from another library. Please be sure that you return it by the due date.

ILL books must be kept in holding carrels or on the hold shelf in the Circulation Desk.  
For materials please call (313) 762-7949.

**DO NOT REMOVE BAND**

Returned from... [Field]  
Office/Carrel... [Field]

Due date... [Field]

Title... [Field]  
Barcode... [Field]

Check box  when finished.

Return book to the Circulation Desk on Sub-2.

- The due date is noted on the band wrapped around the book. Do not remove the band from the book.
- When you are finished, check the box that indicates you are done and return the book to the Circulation Desk on Sub-2.

Slide 35  
The due date is noted on the band wrapped around the book. Do not remove the band from the book.  
When you are finished, check the box that indicates you are done and return the book to the Circulation Desk on Sub-2.



Slide 36  
To cancel or edit a request, click the Transaction number link on your main page.



Slide 37  
Clicking the Edit Request link will take you to the original input form,



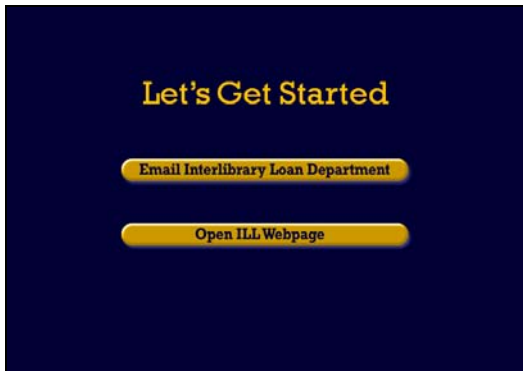
Slide 38  
where you can change the information and re-submit it.



Slide 39  
Clicking the Cancel Request link cancels your request.



Slide 40  
The Law Library Interlibrary Loan Department is available during regular business hours to answer questions and help with your requests.



Slide 41