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 links dropdown menu for the interlibrary loan link.
or go to the Catalog page
and click the Interlibrary Loan link there

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.

To login, enter your unique name and your 8 digit UMID. 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.

You must enter your email address. Notice that the preferred delivery is electronic and change if needed.
If you have an office or carrel, confirm that your address is correct and retype if necessary. Click on Submit Information when completed.

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 UMich Law Library Catalog and other campus catalogs to make sure it's not available on campus first.

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, or by the links in the Quick Links dropdown menu.

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

Slide 28
These links allow you to view specific information.

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

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.

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

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.

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.

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, where you can change the information and re-submit it.
Clicking the Cancel Request link cancels your request.

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