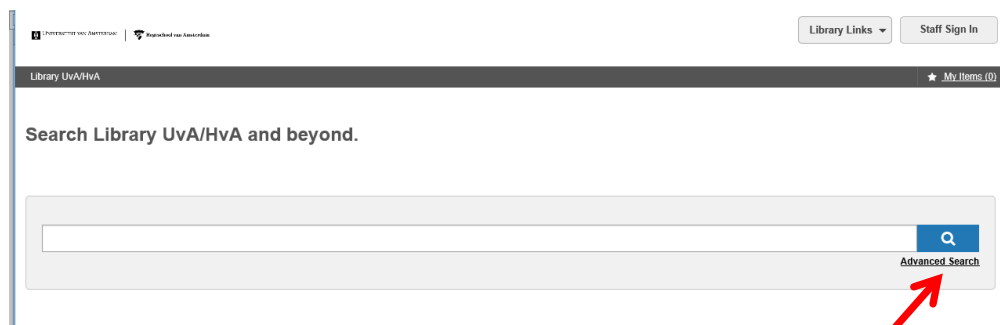


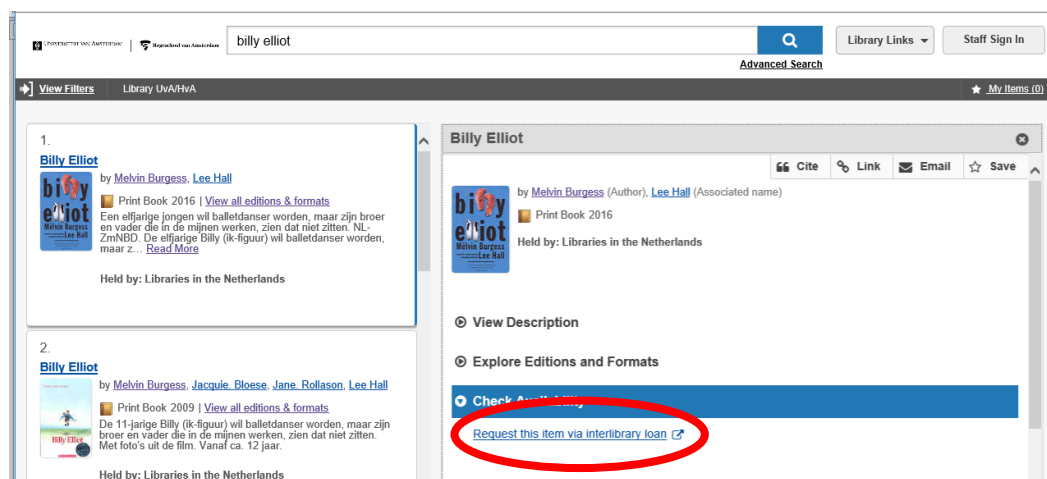
Manual for submitting an ILL request

Step 1. Search in [WorldCat Discovery](#):

Simple searches can be entered on the home screen. You can also enter advanced searches, either on the home screen or subsequent to a simple search.



Step 2. After entering a search term, a list of titles is generated. If the item you searched for is not available in the library, the 'request this item via interlibrary loan' button appears.



If an item in the title list (to the left of the screen) is indicated as being available in the Library UvA/HvA, it is not possible to submit an IBL request.

ATTENTION:

- E-books cannot be requested via ILL
- Always select the item stating that it is available at 'libraries in the Netherlands'.

Step 3. Click on the ‘request this item via interlibrary loan’ button. Options for logging in will be displayed.

Aanmelden

Kies een van de volgende opties:

Mijn keuze onthouden

Depending on the option selected above, a second log-in screen will be displayed.

UNIVERSITEIT VAN AMSTERDAM

UvA Login

UvANetID:

Wachtwoord:

[Wachtwoord vergeten?](#)

De informatie op deze pagina is alleen toegankelijk voor bezoekers met een UvANetID.

Voor de veiligheid moet je uitloggen en je browser sluiten wanneer je geen toegang meer nodig hebt tot afgeschermd applicaties!

Inloggen

Gebruikersnaam

Wachtwoord

[Wachtwoord \(opnieuw\) instellen](#)

Log in (with UvANetID) as student/staff member

Log in as external borrower

Step 4. Once you have logged in, you will see the request form (borrow or copy):

Submit an Interlibrary Loan Request

Request Type:

* Required field

About my item

Title: * <input type="text" value="Billy Elliot"/>	Author: * <input type="text" value="Melvin Burgess"/>	Publisher: <input type="text"/>
Place of Publication: <input type="text"/>	Date: <input type="text" value="2016"/>	ISBN: <input type="text" value="9781903434338"/>
Title of chapter: <input type="text"/>		

About my request

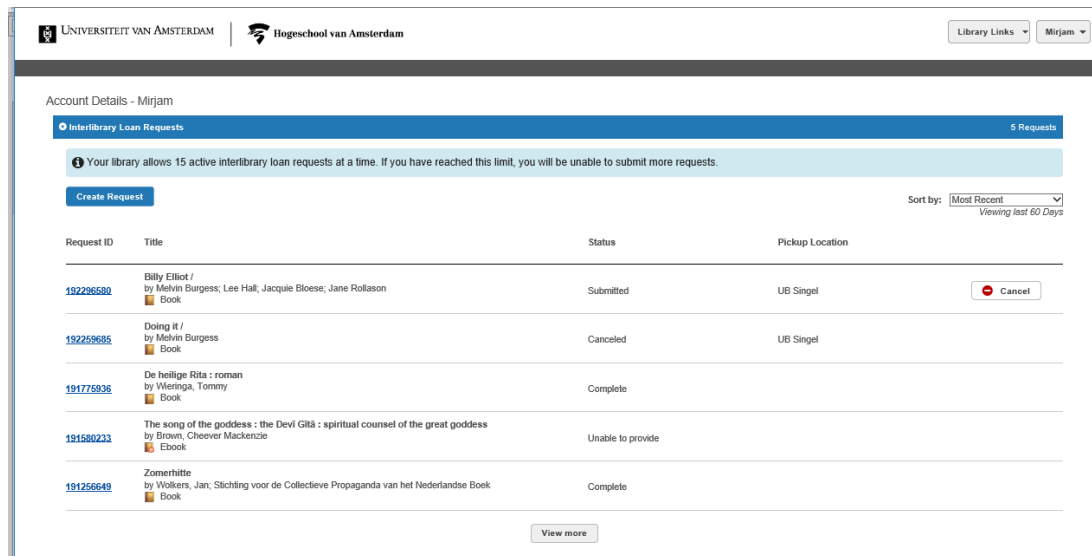
Service Type: * <input type="text" value="LOAN"/>	Needed before (yyyy-mm-dd): <input type="text" value="(YYYY-MM-DD)"/>	Amount Willing to Pay: <input type="text"/>
Comments: <input type="text"/>		
<small>See for your costs: http://uba.uva.nl/diensten/lenen/lenen-bij-andere-bibliotheken/lenen-bij-andere-bibliotheken.html</small>		
Pickup Location: * <input type="text" value="UB Singel"/>		

My address and contact information

First Name: * <input type="text" value="Mirjam"/>	Last Name: * <input type="text" value="van den Bercken"/>	E-mail Address: * <input type="text" value="m.j.r.l.vandenbercken@uva.nl"/>
Mobile Phone: <input type="text"/>	Patron Type: * <input type="text"/>	

Verify the bibliographical information, enter other (compulsory) information and add comments to the request (if necessary).

Step 5. After clicking on 'submit request', the request is submitted. You will then be forwarded to your own portal, where you will see confirmation of the request, including reference number, and an overview of all your other IBL requests.



Step 6. In the meantime, you can also log in directly to [your portal](#) to track the progress of your requests. Enter your communication preferences here (choose only e-mail):

Send updates to contact information that is different from the information your library has on file. You are encouraged to enable email updates.

Email:

Phone Number:

Select your communication preferences

Send library account updates to me

Send updates by email

Send updates by text message

Standard rates and fees may apply

Do not send library account updates to me

Books will be delivered to your selected pick-up location, articles will be sent by email (as a hyperlink or attachment).

For more detailed information on searching in WorldCat Discovery, please visit the OCLC site:

https://help.oclc.org/Discovery_and_Reference/WorldCat_Discovery/Search_in_WorldCat_Discovery