Requesting an Article Directly from Interlibrary Loan (ILL)

(Last Updated: January 11, 2011 at 10:06 a.m.)

Step 1

1. If you have a reference to an article title, and the Oviatt Library does not own the journal in which that article appears, you may request the article by accessing the Interlibrary Loan Request Form.

2. To access the Interlibrary Loan Request Form, start by going to the Oviatt Library homepage (http://library.csun.edu/).

3. On the left hand side of the screen under Quick Links select “Interlibrary Loan.”

Step 2

1. Enter your CSUN User ID and Password. This is the same information that you would use for the Portal.
**Step 3**

1. If you have successfully logged in to ILL previously, skip this current step and proceed to Step 5.

2. If this is your first time using ILL, read the terms and conditions and select the Continue button.

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**Step 4**

1. The only information that is required is your current/preferred email address. Do not change the anything else on the screen. Once complete, select “Submit Information.”
Step 5

1. On the left side of the screen under New Request, select “Photocopy of an Article.” Please note: requested photocopy articles will be supplied electronically whenever possible.

2. Enter as much information as you know about your article. Please note:
   a. Title (Journal, Conference Proceedings, Anthology) refers to the name of the publication.
   b. Not all publication provide an Issue Number within a citation.

3. Once you have entered all known information, select “Submit Request.”

4. You will be able to log back in to ILL to view the status of your request. An email notification will be sent to you when or if the article is obtained.