

Interlibrary Loan Department: Rm 315 Thompson Library

Flint campus: (810) 766-6827

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Ann Arbor campus: (734) 764-8584

E-mail: interlibrary_loan@umich.edu

Hours: 8 am-5:00 pm, Monday – Friday

What is “Get this”?

“Get this” is a circulation function that allows you to order books directly from the Ann Arbor campus. It is **not** an ILL function. Go to the library home page and click on Mirlyn: Library Catalog, login with your Kerberos password. For more information about this function contact the Circulation Desk at 810-762-3400 or the Reference Desk at 810-762-3408.

What is Interlibrary Loan (ILL)?

ILL is a service provided to faculty, staff, and currently enrolled UM-Flint students with valid library borrowing privileges for obtaining research materials that are not available in the Thompson Library. You may request most types of materials: books, photocopies of periodical articles, and dissertations. Materials that we do not borrow include: books already owned by the Thompson Library, materials assigned for class texts or reserve, entire periodical issues, reference books, fragile items, and rare or valuable items. Due to the volume and expense, we do not borrow recreational materials; a good source for these materials is your public library.

Check Mirlyn (for books) or Journal Finder (for articles) to ensure UM-Flint does not own the material.

How to Request Materials through ILL

Online <https://ill.lib.umich.edu/illiad>
Logon using your Kerberos password.

The screenshot shows a Windows Internet Explorer browser window displaying the University of Michigan Weblogin page. The address bar shows the URL: <https://weblogin.umich.edu/?cosign-loanshark=iubvBQSu0Wym7pupkk7GTyjtKmp5dQv>. The page content includes the University of Michigan logo and the text "UNIVERSITY OF MICHIGAN WEBLOGIN". Below this, there is a section titled "AUTHENTICATION REQUIRED" with the following text: "You are connecting to a U-M website that requires authentication. Please enter your Login ID (username or Friend ID) and password to continue." To the right of this text is a login form with three input fields: "Login ID", "Password", and "MToken", followed by a "Log In" button. Below the form are two links: "Forgot your password?" and "Login Help". A link "Need a Login ID?" is also present, with a sub-link "create one now." Below the login form, there is a line of text: "By using this service you agree to adhere to [U-M computing policies and guidelines](#)." The footer of the page contains the following text: "U-M Gateway | Copyright © 2007 The Regents of the University of Michigan, Ann Arbor, MI 48109 USA 734-764-1817", "University of Michigan-Dearborn, MI 48128 USA 313-593-5000", and "University of Michigan-Flint, MI 48502 USA 810-762-3000". The browser's taskbar at the bottom shows several open applications: Start, Inbox - Microsoft..., Microsoft Outlook, weblogin: - Win..., and Interlibrary Loan - ... The system tray on the right shows the time as 10:33 AM and the date as 10/33 AM.

Make your selection for request needed
You can also check the status of your request from this page
Click on “Outstanding Requests” under “View”

The screenshot shows the ILLiad Main Menu interface. At the top, there is a search bar and navigation links. The main content area is titled 'Interlibrary Loan' and includes a search bar with 'Active' and 'All' radio buttons. Below this is a table of 'Outstanding Requests'.

Transaction	Type	Title	Author	Status
754656	Book	Silent Steppe: the story of a Kazakh Nomad Under Stalin	Shayakhmetov, Mukhamet	Customer Notified via E-Mail
758463	Article	Candidate Performance on the Uniform CPA Examination: Performance of First Time Candidates by Jurisdiction		Awaiting Extensive Searching

To the left of the table is a navigation menu with sections: Logoff (flinttest3@yahoo.com), Main Menu, ILL Requests - For items NOT owned by a UM library (Copy, Loan, Book Chapter, Newspaper (loan), Dissertation), and View (Outstanding Requests). To the right of the table is a 'No Alerts' box. At the bottom, the Windows taskbar shows the Start button and open applications: Inbox - Microsoft..., Microsoft Outlook, ILLiad Main Me..., and Interlibrary Loan - ... The system clock shows 10:35 AM.

Complete form and submit

The screenshot shows a web browser window titled "ILLiad - Photocopy Request - Windows Internet Explorer". The address bar shows the URL: <https://ill.lib.umich.edu/illiad/illiad.dll?SessionID=J113455378J&Action=10&Form=22>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, reference, weather, screensavers, online college, credit, and medfast. The main content area is titled "ILL Copy Request" and includes a note: "Problems have been reported using this form with Safari. If you encounter any problems, please try placing your request with Internet Explorer or Firefox." Below this is a form with the following fields: "Article Author", "* Article Title", "* Title (Journal, Conference Proceedings, Anthology)", "Volume", "Issue", "Month", "* Year", and "* Inclusive Pages". A sidebar on the left contains a "Logoff" link for "flinttest3@yahoo.com" and a "Main Menu" with options like "ILL Requests - For items NOT owned by a UM library", "Copy", "Loan", "Book Chapter", "Newspaper (loan)", "Dissertation", "View", "Outstanding Requests", "Electronically Received Articles", "Checked Out Items", "Cancelled Requests", and "History Requests". The taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Microsoft Outlook, ILLiad - Photocopy Request, Interlibrary Loan - ...), and the system clock showing 10:37 AM on 10/31/2006.

How long does it take?

Most requests take 3 to 5 working days to fill for books; some take longer. Articles will come directly to your computer for you to print out. Posted articles will remain accessible by the requestor for **5 viewings or 14 days from the date of posting**. ILL requests are processed in the order received. You can check the status of your requests by logging into Mirlyn and click on My Account.

Notification of Arrival

Notification of all items will be done by e-mail. You may pick up any books or returnable items at the Circulation Desk by presenting your UMID or a valid picture ID (i.e. driver's license).

Loan Period and Renewals

The lending library determines the loan period and renewal requests. To request renewals submit an online request form by login into your ILLiad account. You will need to check your account in a day or two to see if your request was approved or denied. If it is denied, the item will be recalled. Recalled materials are subject to a fine of \$2.00 per day until returned.

Returning Materials

Return ILL books to the Circulation Desk or the ILL office. It is very important to return them on time so as not to jeopardize our borrowing relationships with other libraries. **Please do not remove the band from the item; it designates the item as an ILL item.**

Fees and Fines

ILL overdue fines are the same as other Thompson Library overdue fines. All faculty, staff, and students are responsible for any fines and/or fees incurred due to loss or damaged materials obtained through ILL. Overdue fees/fines may curtail your interlibrary loan privileges.

The maximum amount of fees/fines is the replacement cost of the book plus processing fee. Replacement charges are set by the lending library, not the Thompson Library.