

Request an ILL

- Go to our catalog [here](#)
- Search for the title or author you're looking for
 - If you put it in quotations (i.e. "Here's to Us"), it should be one of the first results
 - If you do not see "View Full Text" or "Availability" below the result, then our library does not have this item, and you need to request it through ILL
- Click on the title
- Scroll down, and under "Check Availability" and "Libraries Worldwide", you'll see "Request Item through InterLibrary Loan"
- Click that link (you may be prompted to sign in using your Catawba credentials)
- Enter all the information marked with an asterisk (*), and any other information you would like us to know
- Click "Submit"
- If it is a physical item, you should expect to receive an email whenever your ILL request arrives at the library
 - Please allow up to two weeks for an item to arrive
 - If the item is recently published, other libraries may not be able to lend it, and will decline the request.
- If it is an article, you will receive an email from the ILL department with the article attached, usually within a day (during normal operating hours).