Requesting Interlibrary Loan (ILL) Items

1. The easiest way to request an ILL item is directly through the library catalog at www.marymountcalifornia.edu/library. Items not available at Marymount Library will be clearly identified in the catalog.

2. To request an item, first click on the title to see the full record (the page that gives you additional information about the article). Next, click on the button “Borrow from another library.”
3. This will bring up a form. Be sure to fill in all the fields with asterisks. Please use only your Marymount email address. Your email address is how the library will contact you when your item is available, so be sure to check your Marymount email regularly.

![Form Image]

**Fill in fields with asterisks and click Submit**

4. After submitting your request, you will see the following screen. You can simply close this window. You will be contacted by the library via email when your item is available or if we have any difficulty in getting a copy for you.

![Success Image]
5. If you have any questions or problems about accessing eBooks, ask a Marymount Librarian!

**Note:** If the record for an item you want does not show the "Borrow from another library" button or the item is not found in the catalog at all, you can still send a request by sending an email to library staff with the following information:

   a. Name and preferred contact information (Marymount email or telephone).
   b. Complete citation for the desired article: Author, Article Title, Magazine/Journal Title, Volume and Date, Page Numbers

You will be contacted when the item is available.

**Reminder:** Lake County students **cannot** request books or eBooks through ILL.