

Interlibrary Loan – ILL

A self-guide to locating materials in other libraries and “borrowing” online.

You can borrow books or order articles that are not available in this library using any networked computer on campus or via the Internet from an off-campus computer.

From the Oklahoma Union Catalog (all types of materials)

- From the library homepage, www.macu.edu/library, select “[Library Catalogs](#)” from the list of links on the left side.
- Choose [Oklahoma Union Catalog](#).
- Click on “Begin.” If you have any problems the library code is “yzza.”
- Search for materials by any heading you choose. Be especially careful when spelling words used in the search.
- Items located will be presented in a numbered list. Click on item(s) for more information.
- When you’ve selected an item, click on “Request this Item” at the right of the page. Enter your name, a password, phone number, email address, as well as all other requested fields. (The password allows you to “track” your request status. To do this, go to the “Patron Menu” box on the opening screen and select “ILL Request Tracking.” You will need the password you selected for tracking.) Off-campus students should include an address as well. For journal articles, complete volume, issue, date, article title, author, and page numbers.
- Click on “Submit.”
- The library staff will contact you when your materials arrive. Average delivery time is 4-7 days. Please return materials to us on time; there is a \$1.00 per day charge for overdue items. Be aware that while the service is free, some libraries charge for photocopies, etc.
- Distance learners may receive additional instructions on picking up and returning items.

From First Search Databases (all types of materials)

- To ILL from research databases using [First Search](#), begin at the library homepage (www.macu.edu/library). Select “Electronic Databases.”
 - Choose [First Search](#). Enter authorization, then password. (Obtain from library desk; remote users can call 405/692-3174 or email: library@macu.edu)
 - Enter your search term in the box and select a database or topic. There are two databases to choose from: World Cat (OCLC catalog of books and other materials in libraries worldwide) and ECO (An OCLC collection of scholarly journals).
 - Once your materials have been retrieved and listed, click on your choice. An icon with “ILL” appears in the upper left area; click on this icon.
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- Fill-in items that are highlighted. Click on “Submit.” Items are usually available in 4-7 days. (Distance students should select method of delivery: Mail, Fax, or Pickup. Write option in Comment section at bottom of page. On-campus students will pick up their materials at the circulation desk)

From EbscoHost Databases (full-text articles and abstracts)

- To ILL from research databases using EbscoHost, begin at the library homepage (www.macu.edu/library). Select “Electronic Databases.”
- Choose EbscoHost. Enter authorization, then password. (Obtain from library desk; remote users can call 405/ 692-3174 or email: library@macu.edu)
- Choose a database to do your search in. You may select more than one database at a time to search.
- Search for materials. Results appear as a list, click the title for more information. Some articles are full-text and can be printed; others only have an abstract. In this case, go to the end of the abstract and select, “Click here to submit Interlibrary Loan.” This links you to an online request form. Fill in highlighted items, check the “Item Details” further down on the page to confirm that all information is correct, and click “Submit” at the bottom left.

*Note- if you choose materials from other databases, or, if you already know what material(s) you need, you can still request items through ILL by jotting down all the pertinent information and submitting it to any library staff member. Arrival time of materials is 4-7 days in most cases.