Interlibrary Loan

Interlibrary Loan (ILL) is a Leatherby Libraries service designed to help you obtain books and journal articles that Chapman University does not own.

Through Interlibrary Loan (ILL) you can:
- Submit ILL requests for books/articles online
- Check your request history
- Cancel or resubmit requests
- Receive most article requests electronically
- View the status of your requests anytime

Creating an ILL account

When using interlibrary loan, remember to update your library account at the Circulation Desk at the beginning of each semester.
- To register for an ILL account, begin at the Leatherby Libraries homepage: http://www.chapman.edu/library.
- Click Interlibrary Loan, located under Services.
- Click Create an Interlibrary Loan account.
- Read through the Interlibrary Account Form page and click Begin.
- Fill out the ILL registration form. Be sure to input your school issued ID number, e-mail address, and username where noted. Personal usernames or e-mail addresses will not be accepted.
- When you are finished filling out the registration form, click Submit.
- Once an ILL staff member approves your ILL account, you will receive an email to set your ILL password. Then you can begin submitting your book and article requests.
- By registering for an interlibrary loan account, you agree to abide by all ILL policies, found here: http://www1.chapman.edu/library/ill/illiadpols.html

For additional Interlibrary Loan help:
Call (714) 532-6025 or email ill@chapman.edu

Submitting ILL Requests

- To submit an ILL request, begin at the Leatherby Libraries homepage: http://www.chapman.edu/library.
- Click Interlibrary Loan, located under Services.
- Click Logon to Request an Interlibrary Loan.
- Sign into your ILL account.
- Click Create Request on the top left of the page.
- Select the request type, and fill out form.
- Submit Request when you are finished.
- You can check on the status by logging into your ILL account or contacting our Interlibrary Loan staff.
- You will receive an e-mail notification when your item arrives.
- Articles are typically sent electronically, and a link to the article will be e-mailed to you.
- Keep track of the due date on the paper attached to your ILL books. If you would like a renewal, please submit a request at least 4 days before your item is due.

ILL Policies

- ILL is available to current students, faculty, and staff of Chapman University and Brandman University.
- Books, articles, dissertations, conference papers, and similar materials are available through interlibrary loan.
- Audio visual materials, textbooks, e-books, and entire journals are NOT available through interlibrary loan.
- ILL requests for items owned by the Leatherby Libraries made by Chapman students will NOT be processed.
- ILL requests are processed within 1 business day.
- Allow approximately 2 business weeks for book requests to arrive, and 4 business days for article requests. We rely on the lending library to respond and send us the item.
- Renewals are approved and denied by the lending library, and therefore not guaranteed.
- ILL must abide by the lending policies of the libraries we borrow from.
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