



ELECTRONIC GUIDE

Document Delivery Interlibrary Loan

How to Use Electronic Document Delivery / Interlibrary Loan

To Begin

<http://www.lib.uconn.edu> → UConn Libraries homepage → Online Resources → Document Delivery / Interlibrary Loan (DD /ILL)

To Register as a New User

On the DD/ILL homepage, at **Don't have a profile?** click **Get one here!**

Under **DD/ILL New Patron Sign-Up**, enter personal and contact information in the boxes provided.

All **RED lettered fields** must be filled out.

From the drop-down menu boxes, click arrow to display choices. Highlight to select.

Use the large (**Special Information**) box at the bottom of the screen to enter special instructions such as dates you will be away or unusual contact information.

Patron registration information can be updated at anytime.

After completing the form, click **submit** at the bottom of the screen.

UserName & Password

Enter a **UserName** and **Password** of your choice.

If a duplicate user name is already in the system, you are asked to choose another.

Use words you will easily remember.

Keep a copy of your user name and password for your records.

Review your patron information to be sure it is correct.

✱ Click **submit** to complete the registration process.

To Begin a Session as a Returning User

Under **Log in to your profile**.

Enter **user ID** and **password** you chose during registration.

Click **login**

Placing Electronic Requests

Before making a request:

- Check **HOMER** (the Libraries catalog) to see if a book or print journal is in the libraries' collections
- Check the **eJournals Locator** to see if a journal article is available full text

Both **HOMER** and the **eJournal Locator** are available at

<http://www.lib.uconn.edu> → UConn Libraries homepage → Online Resources → **HOMER** or **eJournal Locator**

Or on the **DD/ILL Homepage**, under **Resources** → **HOMER** or **eJournals**

Select **Request a Book** for items such as books, video tapes, dissertations, musical scores, etc.

Select **Request an Article** for photocopied items, such as journal articles, book chapters, patents, etc.

Fill in as much information as possible for each item.

RED lettered fields are required and must be filled out to complete the request process.

If unable to complete a required field, contact either your subject liaison librarian <<http://www.lib.uconn.edu/using/services/liaison/>> or **Research & Information Services Desk, 486-2513**

Delivery Time

Select delivery time from the **I Need this In** drop-down menu.
If an item is needed more quickly use the **Special Notes** box to specify a date, DD/ILL will try to accommodate you.

Delivery Method

Select a delivery method from the drop-down menu.
Books and other loaned materials **must** be picked up at the Library Circulation Desk.

Copyright

Click on **Copyright Statement**.

Check box certifying you have read and understood the Copyright Statement.

Submitting Requests

Click **Add Request to Shopping Cart**.

[Shopping Cart holds requests not yet submitted to DD/ILL and assigns an order number for each.]
Make a copy of the Shopping Cart list for future reference.

To place additional requests, select **Request a Book** or **Request an Article** form.

Important

✳️ Click **Submit Requests and Exit** to forward requests to DD/ILL office for processing.

A confirmation notice is sent to the email address specified in your personal profile.
Click **New Session** button at the bottom of screen to place additional requests.

Other Options

Canceling a Request

From the **Welcome** screen <<http://www.lib.uconn.edu/online/services/ill/>> **Log in to your profile**:
Click **Cancel a Request** to cancel a completed, but not yet submitted, electronic form request.
Click **Yes** to put the request in an electronic **Wastebasket**.
Wastebasket requests can be recovered at any time up to 30 days.

Changing Your Personal Profile

From the **Welcome** screen, click **Change Your Profile Information**.
Review and update personal information previously provided, as well as contact information and delivery method.

All **RED lettered fields** must be filled out.

✳️ Click **submit**.

Checking the Status of Previous Requests

From the **Welcome** screen, click **View Your Order History**.
A list of every item ordered since originally registering your user name and password displays.
Included are: order number, order date, title, and order status (indicates if the request was placed or not).

More Information

Access the **DD/ILL Homepage** <<http://www.lib.uconn.edu/online/services/ill/>>
Click **All about DD/ILL** for information on costs, eligibility, turnaround time, restricted materials, pick up and delivery, **Ariel** delivery and more.

Questions

Contact your subject liaison librarian [<http://www.lib.uconn.edu/using/services/liaison/>] or the **Research & Information Services Desk (860-486-2513)** for assistance in completing loan and photocopy forms or in locating citation information.

Contact the **DD/ILL Office (860-486-4959)** or <mailto:udoc@uconn.edu> for questions about requests already submitted.