
INSTRUCTIONS FOR PLACING AN INTERLIBRARY LOAN REQUEST:

SET UP USER ACCOUNT

1. Visit the Law Library's website: <http://law.richmond.edu/library/>
2. Click "Interlibrary Loan" under Quick Links
3. Enter your NetID and password
4. Fill out the form with your personal information, click Submit
5. You will be redirected to the main page of your Interlibrary loan account

MAKE A REQUEST

1. Once you are logged into your library account, select one of the request types listed under "New Request."
2. You can choose from:
 - Book
 - Book chapter
 - Article
 - Statute
 - Other
3. Please try not to use "Other" unless the request absolutely will not fit in one of the other categories. If you are requesting a statute, please make the request via email, rather than use the "statute" option.
4. Give as much information as possible about the item you are requesting (red asterisks indicate required fields). If you have limited information, include information about where you found the item cited in the notes section.
5. JOURNALS should indicate the name of the journal in the notes field.
6. RESEARCH ASSISTANTS: In the Notes field, please enter the name of the faculty member for whom you are making the request. You will get all notifications- Please forward them to the faculty member.
6. Click on "Submit Request."
7. You can track the status of your requests via your Interlibrary Loan account.

RECEIVING BOOKS (STUDENTS)

1. You will be notified via email when your requested book arrives.
2. The book will be available for pickup from the Law Library Circulation Desk.
3. The book will include a slip indicating the book's due date.
4. Please return all books to Ashley McCarty by the date indicated.

RECEIVING BOOKS (FACULTY)

1. Your books will be routed to your faculty mailbox.
2. You will be notified by email when your request has been delivered.
3. The book will include a slip indicating the book's due date.
4. Please return all books to Ashley McCarty by the date indicated.

RENEWING BOOKS

1. Log into your ILL account.
2. Under View, click "Checked out items."
3. Click on "Renew item" at the top of the page.
4. Renewals may not be granted for all materials; it is up to the discretion of the lending school. Please return all books to Ashley McCarty by the renewal date.

RECEIVING AN ARTICLE, BOOK CHAPTER, OR STATUTE

1. You will be notified via email when the requested item is available for viewing.
2. To view the item, log into your ILL account.
3. Under View, click on "Electronically Receive Articles."
4. Click on "View" for the item you wish to access.
5. The item will be available via your Interlibrary Loan account for 30 days.

For assistance, please contact Ashley McCarty: ashley.mccarty@richmond.edu (804) 287-6334.