What is Interlibrary Loan?
Interlibrary loan includes obtaining materials from off campus and campus document delivery service for faculty, staff and students.

What items may be requested?
Articles/book chapters from journals in libraries on campus, as well as books, audio visual materials, and articles/book chapters not available on campus, may be requested.

To order books from Madison or the other UW campuses use the Library Catalog at http://search.library.wisc.edu/ instead of Interlibrary Loan.

I am a distance patron. How do I use Interlibrary Loan?
Books are mailed to Distance Patrons. On the Interlibrary Loan main menu page, click on “Change Pickup Library and Verify Email Address” and change your Pickup Library to Distance Services. Click Submit. When you enter a request for a book loan, be sure to enter your shipping address in the Notes field of the request form.

Can someone place a request for me?
Faculty members may designate a runner to place requests for them. See the Faculty Runner Card section at http://www.library.wisc.edu/borrowing/

How long will it take?
Articles will be delivered to you in 1 to 3 days. Books take between 4 days to 3 weeks to arrive depending on availability. Note: delivery times are approximate.

What’s the status of my request?
The “View…” options on the Interlibrary Loan Main Menu page allow you to check the statuses of your requests.

More questions?
Interlibrary Loan FAQ: http://www.library.wisc.edu/services/borrow-renew-request/interlibrary-loan/interlibrary-loan-faq/
gzmill@library.wisc.edu
608-262-1193
Using Interlibrary Loan

**Step 1:** From the main library web page (www.library.wisc.edu) select Services – Interlibrary Loan

**Step 2:** If you already know that UW Madison or another UW System Library does not own what you need, or you want to track a request previously placed, you can log in directly to Interlibrary Loan.

**Step 3:** Depending on the type of material you are requesting, select:

**Interlibrary Loan**

Choose an option from the choices below.

- Request an Article or Other Copy - including book chapters & conference papers
- Request a Book or Other Loan - including conference proceedings, CDs, videos

**Submit a New Request**

- Interlibrary Loan Login
- Borrow
- Interlibrary Loan FAQ
- Contact Us
- ILL Lending

From there, select **Interlibrary Loan Login.** You will be prompted to log in with your UW Madison NetID or your 11-digit ID and last name.

**Step 4:** Fill out your request information in the Interlibrary Loan form. **Please note that **denotes a required field.** Once you have filled out all the required information, click “Submit Request” at the bottom of the page.

If your request is successfully sent, you will receive a message similar to:

**Status:** Request Received. Transaction Number: 700968

You may use the Transaction Number to track your request.

We also have a new search interface called UBorrow available on our main page (http://www.library.wisc.edu/services/borrow-renew-request/interlibrary-loan/uborrow/) for when you quickly need books that are currently unavailable from the University of Wisconsin-Madison Libraries.