

MCCCD Interlibrary Loan Log-On / Creating a Request

Logon/Create an Account

- Log in to the Library Catalog and click on the Interlibrary Loan tab.



- Read/complete Steps 1-2.

MCCCD Interlibrary Loan (ILL)

Interlibrary Loan (ILL) provides students, faculty and staff access to materials **not** available at any of the Maricopa Community Colleges. Follow these steps to find your item.

Step 1

First, check our catalog. Your item might be in the Maricopa Community College District Libraries.

Basic Catalog Search:

Step 2

If you were unable to find your item, request it from our InterLibrary Loan service below. Keep in mind the following:

- A.** Items may take up to **2-3 weeks** to arrive;
- B.** Items may take longer to arrive if the information provided is incomplete.

For more information please refer to the [Frequently Asked Questions \(FAQ\)](#).


Username:

Password:

First-time user? Please create an account to begin.

- Scroll down to enter Username and Password to Log on.
Or, click the button to register for ILL.

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- Fill in all required fields.
 - Be sure to select your library location for picking up materials.
 - Create your own user name and password (there are currently no character number limits or requirements on these fields).
 - Click the  button to update your information.


New User Registration for ILL


Status	
First Name <i>(required)</i>	<input type="text"/>
Last Name <i>(required)</i>	<input type="text"/>
Library Card Number (13 digits) <i>(required)</i>	<input type="text"/>
Preferred Notification Method <i>(required)</i>	E-Mail ▾
E-Mail Address <i>(required)</i>	<input type="text"/>
Phone <i>(required)</i>	<input type="text"/>
Preferred Electronic Delivery if Possible (pdf file via web)	Yes ▾
Mailing Address <i>(required)</i>	<input type="text"/> <input type="text"/>
City, State and Zip <i>(required)</i>	<input type="text"/> <input type="text"/> <input type="text"/>
Status <i>(required)</i>	Choose a Status ▾
Authorized Users - List the full names of anyone you wish to be allowed to pick up your ILL items. <u>An ID will be REQUIRED to pick items up.</u>	<input type="text"/>
Select a Library Location to Pick Up the material <i>(required)</i>	<input type="text"/>
Choose a Username <i>(required, case sensitive)</i> (Choose anything you like, such as your name, abbreviations, or an alphanumeric code. Your username may not be reset, choose something you will remember)	<input type="text"/>
Choose a Password <i>(required, case sensitive)</i> (Choose anything you like. Follow good security practices and choose a password that is different from those you use to access other systems. Your password will be encrypted, so it will remain secure. Only you will know your password)	<input type="text"/>
Re-enter password <i>(required, case sensitive)</i>	<input type="text"/>
Password Hint: Enter a question that will help you remember your password (DO NOT ENTER THE PASSWORD) <i>(required)</i>	<input type="text"/>


Press this button to Register with ILLiad.

Press this button to clear all entries on this form and start over.

Press this button to exit the system, discarding any changes.

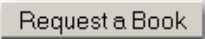
 Submit Information

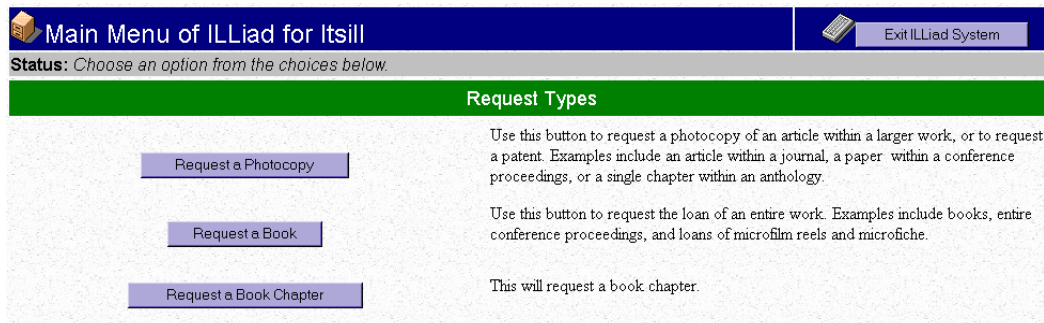
 Clear Form

 Cancel - Exit ILLiad System

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Request a Book

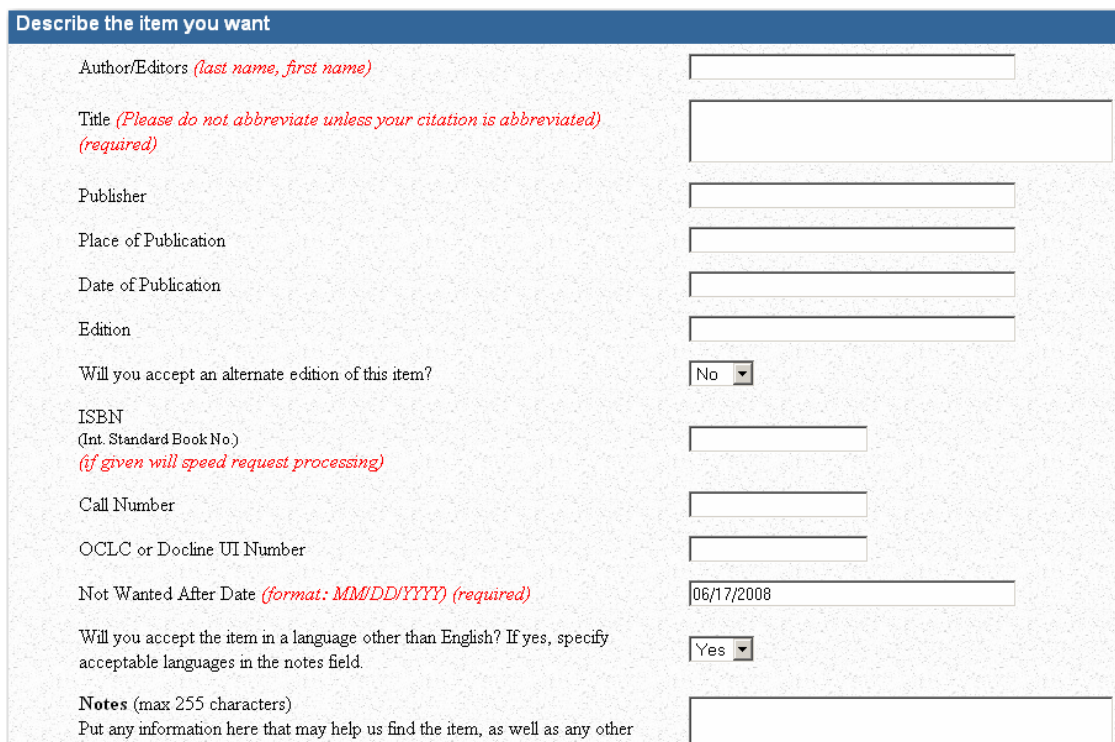
- At the Main Menu of ILLiad, click the  button.



The screenshot shows the 'Main Menu of ILLiad for Itsill' interface. At the top right is an 'Exit ILLiad System' button. Below the header is a green bar labeled 'Request Types'. Three buttons are visible: 'Request a Photocopy', 'Request a Book', and 'Request a Book Chapter'. To the right of these buttons are three paragraphs of explanatory text:


- Request a Photocopy:** Use this button to request a photocopy of an article within a larger work, or to request a patent. Examples include an article within a journal, a paper within a conference proceedings, or a single chapter within an anthology.
- Request a Book:** Use this button to request the loan of an entire work. Examples include books, entire conference proceedings, and loans of microfilm reels and microfiche.
- Request a Book Chapter:** This will request a book chapter.

- Fill out as much information as possible on the Loan Request form.



The screenshot shows the 'Describe the item you want' form with the following fields:

- Author/Editors *(last name, first name)*:
- Title *(Please do not abbreviate unless your citation is abbreviated) (required)*:
- Publisher:
- Place of Publication:
- Date of Publication:
- Edition:
- Will you accept an alternate edition of this item?:
- ISBN *(Int. Standard Book No.) (if given will speed request processing)*:
- Call Number:
- OCLC or Docline UI Number:
- Not Wanted After Date *(format: MM/DD/YYYY) (required)*:
- Will you accept the item in a language other than English? If yes, specify acceptable languages in the notes field.:
- Notes *(max 255 characters)*: Put any information here that may help us find the item, as well as any other:

- Scroll to the bottom of the page and click the  button to submit the request.

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Request an Article

- At the Main Menu of ILLiad, click the **Request a Photocopy** button.
- Fill out as much information as possible on the Photocopy Request form.

Describe the item you want

Title (Journal, Conference Proceedings, Anthology) <i>(Please do not abbreviate unless your citation is abbreviated) (required)</i>	<input type="text"/>
Volume	<input type="text"/>
Issue Number or Designation	<input type="text"/>
Month	<input type="text"/>
Year <i>(required)</i>	<input type="text"/>
Pages <i>(required)</i>	<input type="text"/>
ISSN/ISBN (Int. Standard Serial/Book No.) <i>(if given will speed request processing)</i>	<input type="text"/>
OCLC Number	<input type="text"/>
Article Author	<input type="text"/>
Article Title <i>(required)</i>	<input type="text"/>
Not Wanted After Date <i>(format: MM/DD/YYYY) (required)</i>	<input type="text" value="06/17/2008"/>
Will you accept the item in a language other than English? If yes, specify acceptable languages in the notes field.	<input type="text" value="No"/>

- Scroll to the bottom of the page and click the **Submit Request** button to submit the request.

Press this button to submit your request for processing by InterLibrary Loan staff.	
Press this button to clear all entries on this form and start over.	
This button will cancel your request and return you to the main menu. All information entered into this page will be discarded.	

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Additional Options

- After submitting a request, you are returned to the Main Menu of ILL which shows Status: Request Received. Transaction Number #. You can then make another request.

The screenshot shows the 'Main Menu of ILLiad for Itsill' interface. At the top, there is a blue header bar with the text 'Main Menu of ILLiad for Itsill' on the left and 'Exit ILLiad System' on the right. Below the header, a status bar indicates 'Status: Request Received, Transaction Number: 29'. The main content area is titled 'Request Types' and contains a list of request options, each with a corresponding button and a brief description:

Request Type	Description
Request a Photocopy	Use this button to request a photocopy of an article within a larger work, or to request a patent. Examples include an article within a journal, a paper within a conference proceedings, or a single chapter within an anthology.
Request a Book	Use this button to request the loan of an entire work. Examples include books, entire conference proceedings, and loans of microfilm reels and microfiche.
Request a Book Chapter	This will request a book chapter.
Request a Conference Paper	This will request a conference paper.
Request a Patent	This will request a patent.
Request a Report	This will request a report.
Request a Thesis	This will request a thesis.
Request a Standards Document	This will request a standards document.

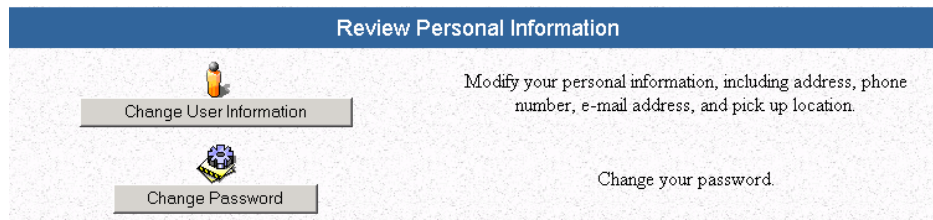
- There are additional options at the bottom of the page. Under “Review Requests” you can edit, view, or cancel your request(s).

The screenshot shows the 'Review Requests' interface. It features a blue header bar with the text 'Review Requests'. Below the header, there are four options, each with a corresponding icon and a brief description:

Option	Description
View/Modify Outstanding Requests	View and edit your outstanding requests, including detailed request information and statuses.
View Checked Out Items	View items that you have checked out along with due dates and a method to renew your loan.
View Request History	View your completed requests.
View/Resubmit Cancelled Requests	View items that have been cancelled either by you or the InterLibrary Loan staff. You may resubmit these items with more complete and/or accurate information.

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- Under “Review Personal Information” you can edit your account or change your password.



- To log out click on the  button.