

# Requesting Interlibrary Loans Through DiscoverEd

The University of Edinburgh is now processing Interlibrary Loans through DiscoverEd, rather than ILLiad. Please use the following guide to learn how to submit an Interlibrary Loan request from now on.

## Step Overview:

1. Sign in to your library account
2. Make sure that you cannot access the material online
3. Find the relevant bibliographic information
4. Fill out the Interlibrary Loan request form
5. Contact us if you have any questions

## Step One: Sign in to your library account

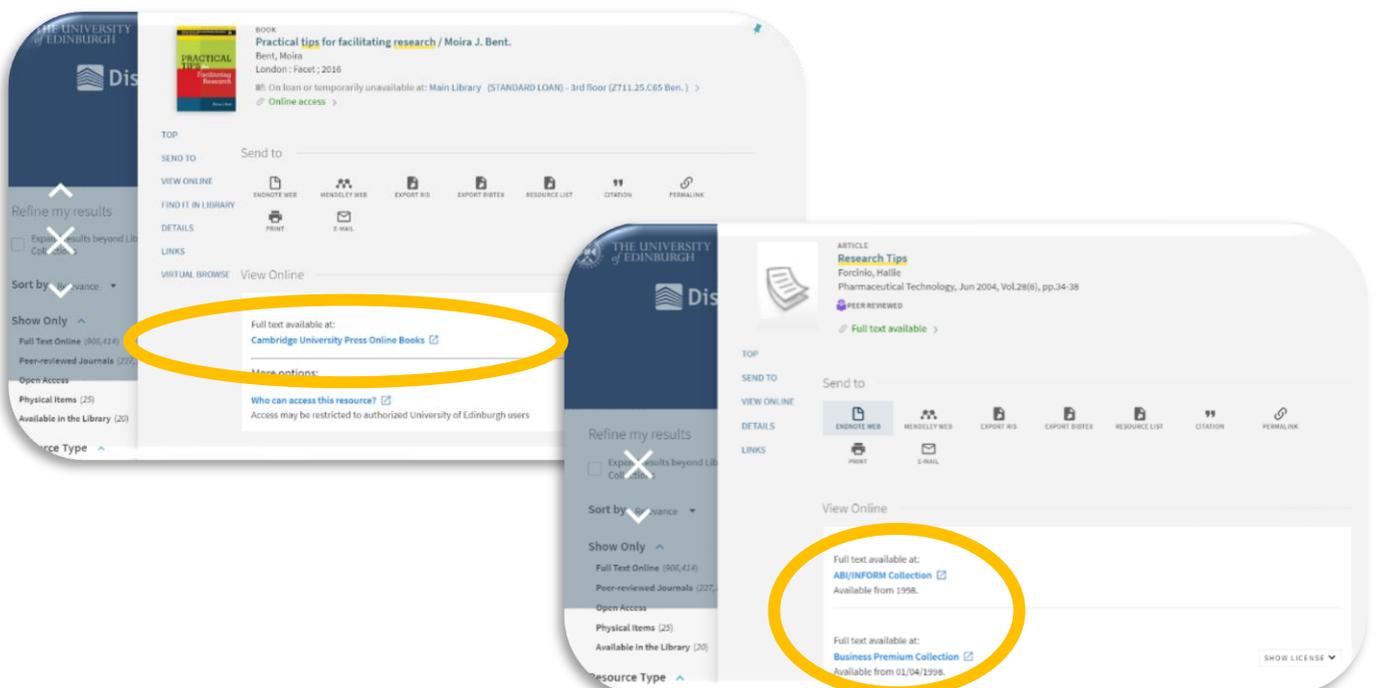
1. Go to <https://discovered.ed.ac.uk/>
2. Click on the “Sign in” button on the top right of the screen:



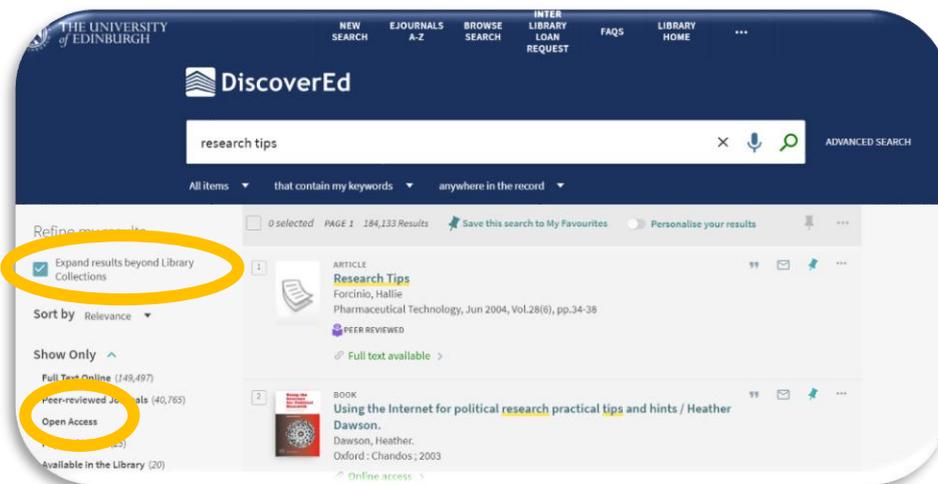
3. Sign into your EASE account by entering your UUN and password. You should now see your name where the “Sign in” button was before

## Step Two: Make sure that you cannot access the material online

1. Check that the University does not hold the material by searching DiscoverEd. Clicking on an entry **when you are logged in** will give you more information about the university’s holdings of it:



- Check other open access sources. Some good places to search are:
  - <https://openaccessbutton.org/>
  - <https://core.ac.uk/>
  - <https://scholar.google.co.uk/>
- Alternatively, you can search for open access material in DiscoverEd, by clicking on the “Expand results beyond Library collections” check box and applying the “Open Access” filter:



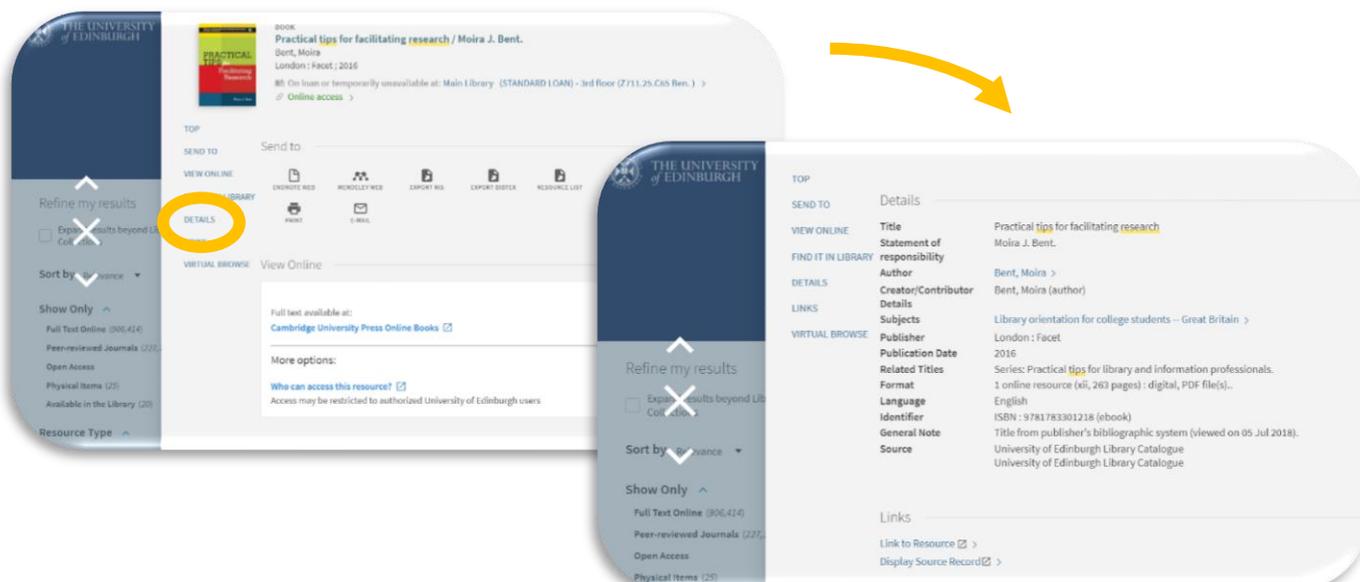
### Step Three: Find the relevant bibliographic information

If you cannot find the material elsewhere, it is time to make an Interlibrary Loan request. To do this, you will need as much of the following information as possible:

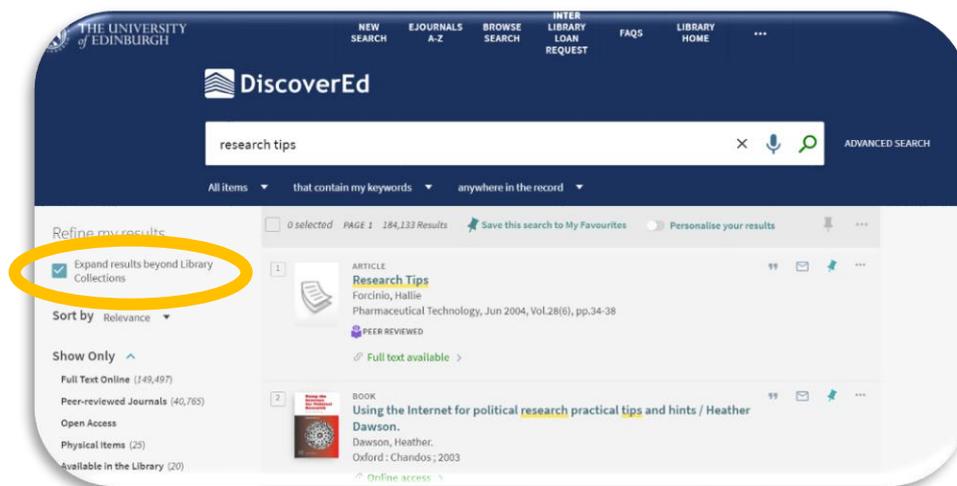
Books	Journal articles
Title of Book	Title of Article
Author/Editor of Book	Author of Article
Edition	Journal Title
ISBN	Volume of Journal
Publisher	Issue of Journal
Publication Date	Publication Date
Chapter or page range that you need	Page range of article

**It does not matter if you cannot find all this information, but it helps to be specific.**

If you do not already know these details, you can usually find them on DiscoverEd, by clicking on “Details” when you have an entry open:

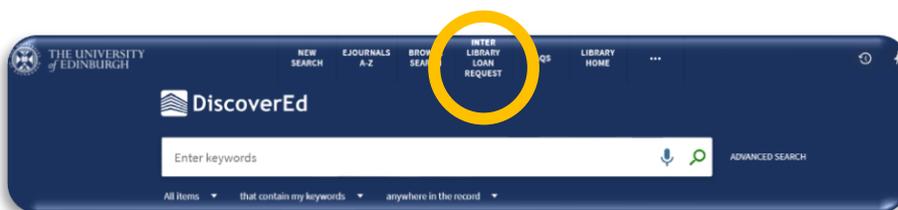


DiscoverEd will provide these details for material that we do not hold, as long as you have clicked on the “Expand results beyond Library collections” check box:



## Step Four: Fill out the Inter-Library Loan request form

1. Return to the DiscoverEd home page and click on the “Inter Library Loan Request” tab at the top of the screen:



This will take you to the request form, which you should fill out in as much detail as possible:

Resource Information:

Citation type:

Title: \*

Author (Last name, first name):

Author initials:

Specific Edition Only:

Edition:

ISBN:

Publisher:

Publication date:

Place of publication:

Additional Author (Last name, first name):

Volume:

Part:

Chapter:

Pages to photocopy:

Delivery Information:

Format:

Delivery Location:

Pickup/delivery location:

Not Needed After:

Comment:

Language:

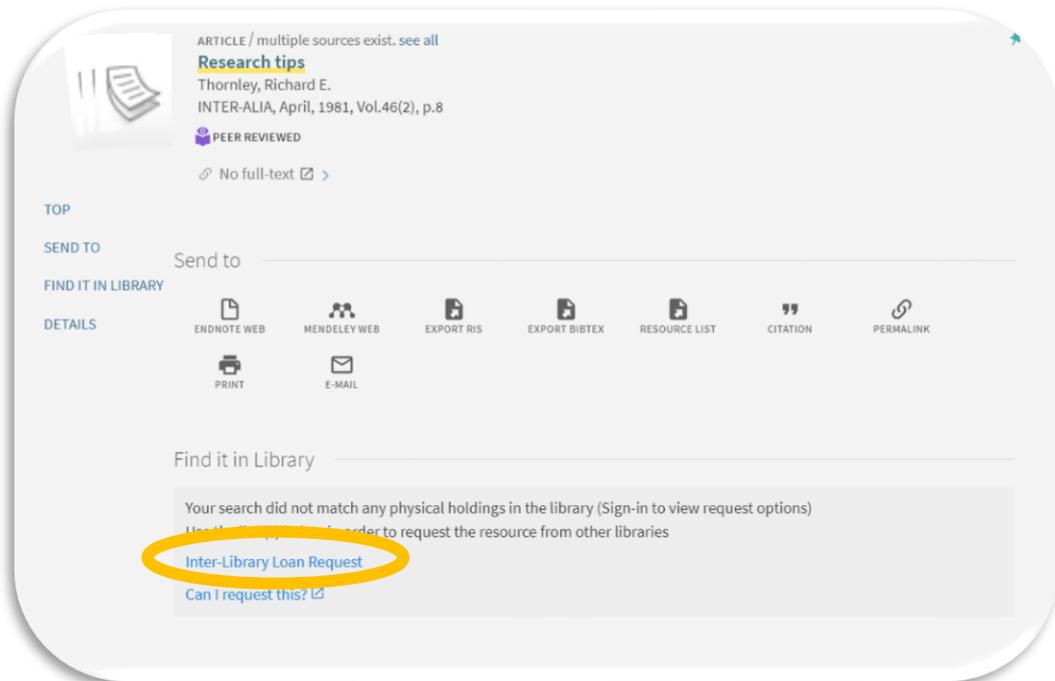
Copyright: \*

I have read the above statement and agree to abide by its restrictions

Request

Make sure you tell us how you would like to receive your request.

2. Alternatively, if you have clicked on the “Expand results beyond Library” check box to find the material or its details, you can go straight to the form from the entry on DiscoverEd, by clicking the “Inter-Library Loan Request” link:



This will pre-populate some of the fields on the form. Make sure all the details are correct, and press “Request”:



## Step Five: Contact us if you have any questions

We are here to help if you have any issues with the form, or need to update your request.



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