Placing Interlibrary Loan Requests

REQUESTING ITEMS FROM THE MnPALS UNION CATALOG

1. From SCC Home Page (www.southcentral.edu) click on Academics and choose Library.
2. Click on My Account in the left menu.
3. Enter your Barcode/password and log in.
4. Search for an item – choose all libraries or limit it to one. Select a Field to search – it can be a title, author, or subject, etc. Click on Find. If you limit it to a certain library you may have to type your search term in again and then click on Find once more.
5. Locate the item from the choices in the center. If you need to limit further, use the one of the links on the left side. Once you locate a title, (the availability will be listed on the left), if it’s available, click on the linked item.
6. If this is the item that you want, arrow down until you come to information about the title. To request the item, click on the Request (found below the Request Item button).
7. Arrow up to verify the title, author and other information.
8. The “Need by Date” defaults to 30 days, but items usually take less than a week to arrive. If you need to change this – type in the date needed by, in the format requested (yyyy-mm-dd). **This field must have a date at least 10 days out in order for the request to be filled.
9. Click on the Create ILL Request button (lower right of the small form).
10. Your request will be confirmed – (your ILL request was sent) Just click on Close (upper right).
11. When the item comes into the library, you will receive an e-mail notice.
12. Materials are picked up in the library. Check for them at the circulation desk.

REQUESTING A JOURNAL ARTICLE FROM A DATABASE

1. Find a desired article in any database – if it has no “full text” option do the following:
2. Locate Find Full Text Article and make sure we don’t have the needed article in one of other databases.
3. Click on Interlibrary Loan/or Request – the new window will open for you to log in to MnPALS.
4. Log into Your Borrowing Record.
5. Info about your desired article will be automatically filled into a new form.
6. Check the copyright box (I have read the above statement and agree to abide by its restrictions)
7. To send the request Click on the Go button (very bottom).
8. If the electronic version is available the corresponding link will be emailed to you. The article will be available there for you for 7 days – you can print/save/email it.
9. If no electronic version is available you will receive a photocopy of the article – wait for an email from the library.

If you have questions, please contact the library staff on your campus.

South Central College – February 2015