HOW TO PLACE AN INTERLIBRARY LOAN REQUEST

Login to the SFU Library Catalogue.

Click on the Citation Finder / ILL link on the top tool bar

At the next screen you will come to the Citation Finder/ILL web form. Choose the appropriate option of Article or Book. For book chapters select Article; for reports, theses, microforms, etc select Book.
Fill in the Citation Finder / ILL form and click the SUBMIT button at the bottom of the form.

The system does a look up to ensure that the SFU Library does not own the item. At the next screen click on the Interlibrary Loans link.
You’ll now be transferred to the final form, the Relais ILL form (Relais is the name of the ILL software). Because the user is logged in, there is no need to authenticate again – all the needed patron information is brought over from Alma to Relais. Any data that was entered in the Citation Finder / ILL form is brought over to the Relais ILL form.
Fill out any further information that is required in the form, such as pick up location, need by date, etc. and click the Submit button at the bottom of the form.

The ILL request has now been submitted. The patron will immediately be sent an email advising them that their ILL request has been received. This request will also include the request number for their ILL request.

Questions about Interlibrary Loans can be sent to sfuill@sfu.ca or call the general ILL telephone number 2-3625 between 8:30 am and 4:30 pm weekdays.

Further information, as well as instructions on how to place an ILL request, are at the ILL website http://www.lib.sfu.ca/borrow/request-materials/ill/request-form

The link to the ILL website is found under the BORROW heading on the Library’s website.