



TEXAS TECH UNIVERSITY

HEALTH SCIENCES CENTER  
Libraries of the Health Sciences™

## Interlibrary Loan (ILL)

Need a book or article that Harrington Library doesn't own? Or are you just short of time and need for the library to do some article copying for you? Interlibrary Loan (ILL) is a service provided by the Library to help with this. We are part of an international network of libraries, so there is almost no request, big or small, that we can't get from somewhere!

To request an article, book (video, thesis — almost anything, really) through Interlibrary Loan, we need to have absolutely all of the information you have about the item: author, title, journal title, year, edition ... the more details you provide, the easier it is for us to get exactly what you need. There are several ways that you can submit a request to us:

- **FAX:** You may fax a copy of the request form to 806-354-5430.
- **LOANSOME DOC** is a service available through PubMed which allows you to order articles while doing a literature search. Loansome Doc requires a personal registration and an authorization code from the Library. We have provided a copy of the Registration Form on this disc. Talk to Ronetta, in Interlibrary Loan (806-354-5797), to get the authorization code. To sign-up through PubMed for Loansome Doc: from the [PubMed](#) homepage, in the blue sidebar, go to "Related Resources / Order Documents".
- **ONLINE REQUEST FORM** is available from the [Libraries' homepage](#), under "Library Services / Interlibrary Loan". Be sure to select "Amarillo" as your location. The request is sent to us through e-mail, and you will also receive a confirmation e-mail. **If you need an article for a patient emergency**, please be sure to call us (806-354-5797) to let us know that there is a rush for that article.
- **PAPER FORM:** you may use the old-fashioned paper form and bring it to the Library any hours we are open.

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For your online needs: <http://www.ttuhscc.edu/libraries>

Harrington Library of the Health Sciences • 1400 Wallace Blvd. • Amarillo, TX 79106 • 806.354.5450



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# Interlibrary Loan (ILL)

There are several PDFs within this folder which provide you with copies of forms that you might need when requesting something through ILL:

- A handout, "ILL Policies and Rates" which describes our basic rules and policies and explains the different costs associated with Interlibrary Loan.
- A paper copy of the ILL request form
- An ILL Campus Mail Agreement, in case you want us to put articles into campus mail for you (otherwise you will need to come to the Library to pick them up)
- A Loansome Doc agreement. Loansome Doc is a means of ordering articles while you are doing a PubMed search. It is a very efficient (and very green!) way to request articles. If you want more information about this, please ask at the Library.

*Remember that there are fees attached to Interlibrary Loan requests.* Those fees are explained in the "ILL Policies and Rates" handout on this disc. Faculty, staff and residents can often charge their fees to their department; students will need to pay for their items at the time they are picked up from the Library.

*Please allow 2-10 working days to fill a request.* Often we get items more quickly than that, but it may take a while if we need to request something from a distant library. If you need an article for a clinical emergency, we will try to have the article for you within 4 hours.

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