Setting up an Interlibrary Loan/Scan and Deliver Account

Interlibrary Loan/Scan and Deliver is our document delivery service.

- Interlibrary is for books, book chapters, selected master’s theses and dissertations, and photocopies of a journal article or conference proceedings article from journals we do not own in our collection.

- Scan & Deliver is a service that provides quick, easy access to OSU Library's physical print collection (including microfilm/fiche). Library staff will scan and electronically deliver requested journal articles and book chapters to your ONID email.

The first thing you need to do is create an account. The same account is used for both services. Once you have one, it is active as long as you are a currently enrolled student at OSU.

If you have questions or need help setting up your Interlibrary Loan account, please contact the Reference Desk at (541) 737-7293 or the Interlibrary Loan office at (541) 737-4488 or email: valley.ill@oregonstate.edu.

To set up your account, go to the OSU Libraries web site at https://osulibrary.oregonstate.edu/:

1. Under **Borrow & Request**, choose **Interlibrary Loan**.

2. On the screen click on **New User Registration**.

You will see some information about the service and your rights and responsibilities as a user. Please read these carefully. Then scroll down to the bottom and enter your ONID login information and click **Logon to OSU ILL**.
3. Fill in the form. Note that fields marked with a red * are required.

Choose your **Location**. This is the location where you will be picking up your requested items.

If you are enrolled as an Ecampus student, choose **Extended Campus/Remote** as your location.

Choose your **Status** from the drop down list.

If you are an Ecampus student, choose the status that has Distance Education (e.g. Graduate – Distance Education).

4. The lower half of the screen (Authorized borrowers) applies to faculty only. Leave these fields blank.

5. When you are done, click on the **Submit Information** button to set up your account.

To access your Interlibrary Loan account at any time, return to the OSU Libraries web page and choose Find It – Interlibrary Loan.

Log in with your ONID information.
To Place an Interlibrary Loan/Scan and Deliver request

There are 2 ways to fill in an Interlibrary Loan/Scan and Deliver request.

1. Use the Library online databases to identify a journal article. Follow the steps in the Finding the Full-Text of an Article guide to place the request.

OR

2. Place the request manually.

Log in to your Interlibrary Loan account

Go to the menu on the left side

Under New Request, choose the type of item you need to order (book, book chapter, article, thesis...)

Fill in the form as completely as possible. The more information you can provide, the faster we can fulfill your request.