

Interlibrary Loan

Interlibrary Loan (ILL) is a free service the HCC library provides to registered HCC students, staff, and faculty in order to borrow materials not currently available at this library. Thousands of U.S. libraries participate in a cooperative ILL system which greatly expands the number of resources (books and articles) available.

Books

Before requesting books, please check the library's Book and Video catalog <http://unistar.uni.edu/search~S2/> to see if the book you are interested in is available at the HCC library. If it is not, you may

- 1.) Fill out a paper request form at the library's reference desk, OR
- 2.) Submit an online request form
http://www.hawkeyecollege.edu/library/interLibraryLoan_book.aspx

When ILL books are received at the Hawkeye library, we will notify you by phone and/or your HCC email account. Please note that it usually takes 7 to 10 days (occasionally more) to receive a book via ILL. The due date is set by the lending library. Some lending libraries allow a one time renewal. Some do not allow any renewals. Please bring your HCC photo ID with you to pick up your requested ILL materials at the library's circulation desk.

Magazine and Journal Articles

The library's online article databases provide citations and summaries to thousands of articles; many of them are also available in full text. However, you may find that the entire text of an article you would like to read is not available online.

- 1.) If you are searching in an EBSCOhost database and there is a link with the citation that reads: Request this item through interlibrary loan, just click on the link. Fill out the request form and submit it electronically.
- 2.) If you have a citation* for an article from another source, you may
 - a.) Fill out a paper request form at the library's reference desk, OR
 - b.) Submit an online request form
http://www.hawkeyecollege.edu/library/interLibraryLoan_article.aspx

*Citations include: title of the article, title of the magazine or journal the article was published in, the date of publication, and usually (but not always) the name of the article's author and the volume and issue number.

Hawkeye Community College Library

Please note that it usually takes 3 to 5 days (occasionally more) to receive an article via ILL. When ILL articles are received at the Hawkeye library, we will notify you via your HCC email account. Please read the information in the email *carefully* and follow the directions. You will be able to access the article online from any computer with Internet access.

For more about borrowing materials from other libraries, please read the information at <http://www.hawkeyecollege.edu/library/interlibraryLoan.aspx>