# Requesting Interlibrary Loans Through DiscoverEd

The University of Edinburgh is now processing Interlibrary Loans through DiscoverEd, rather than ILLiad. Please use the following guide to learn how to submit an Interlibrary Loan request from now on.

### Step Overview:

- 1. Sign in to your library account
- 2. Make sure that you cannot access the material online
- 3. Find the relevant bibliographic information
- 4. Fill out the Interlibrary Loan request form
- 5. Contact us if you have any questions

#### Step One: Sign in to your library account

- 1. Go to https://discovered.ed.ac.uk/
- 2. Click on the "Sign in" button on the top right of the screen:

FE THE U		NEW SEARCH	EJOURNALS A-Z	BROWSE SEARCH	INTER LIBRARY LOAN REQUEST	FAQS	LIBRARY HOME			•0 ·	Sign in	Menu 👻
	Enter keywo	overE	d					Ŷ	Q	ADVANCED SEA	RCH	Library Chat
	All items 🔻	that contain m	ıy keywords 🔻	' anywhe	ere in the record	•			_			

3. Sign into your EASE account by entering your UUN and password. You should now see your name where the "Sign in" button was before

#### Step Two: Make sure that you cannot access the material online

1. Check that the University does not hold the material by searching DiscoverEd. Clicking on an entry **when you are logged in** will give you more information about the university's holdings of it:



- 2. Check other open access sources. Some good places to search are:
  - <u>https://openaccessbutton.org/</u>
  - https://core.ac.uk/
  - https://scholar.google.co.uk/
- 3. Alternatively, you can search for open access material in DiscoverEd, by clicking on the "Expand results beyond Library collections" check box and applying the "Open Access" filter:



#### Step Three: Find the relevant bibliographic information

If you cannot find the material elsewhere, it is time to make an Interlibrary Loan request. To do this, you will need as much of the following information as possible:

Books	Journal articles
Title of Book	Title of Article
Author/Editor of Book	Author of Article
Edition	Journal Title
ISBN	Volume of Journal
Publisher	Issue of Journal
Publication Date	Publication Date
Chapter or page range that you need	Page range of article

#### It does not matter if you cannot find all this information, but it helps to be specific.

If you do not already know these details, you can usually find them on DiscoverEd, by clicking on "Details" when you have an entry open:



DiscoverEd will provide these details for material that we do not hold, as long as you have clicked on the "Expand results beyond Library collections" check box:

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	Disc	overE	d								
	research tip	s					;	× 🌷	Q	ADV	ANCED SEARCH
,	All items 🔻	that contain m	ny keywords 🔻	anywhere in the	record 🔻						
Refine my results		selected PAG	E 1 184,133 Results	📲 Save this se	earch to My Favourit	es 🕥 Pers	onalise you	r results		÷	e
Expand results beyond Library Collections			RTICLE Lesearch Tips orcinio, Hallie harmaceutical Tech PEER REVIEWED	nology, Jun 2004,	Vol.28(6), pp.34-38			**		* -	
Show Only		8	Full text available	>							
Full Text Online (149,497) Peer-reviewed Journals (40,765) Open Access Physical Items (25)	2		oox Ising the Internet Jawson, Heather,	t for political re	search practical	tips and hin	s / Heath	97 er		*	
Available in the Library (20)		C C	kford : Chandos ; 20	03							

#### Step Four: Fill out the Inter-Library Loan request form

1. Return to the DiscoverEd home page and click on the "Inter Library Loan Request" tab at the top of the screen:



This will take you to the request form, which you should fill out in as much detail as possible:

ource Information:		
Citation type:	Book O Article	
Title.*		
Author (Last name, first name):		
Author initials:		
Specific Edition Only:	2	
Edition:		
ISBN:		
Publisher:		
Publication date:		
Place of publication:		
Additional Author (Last name, first name):		
Volume:		
Part		
Character .		
Chapter		
Chapter: Pages to photocopy:		
Chapter: Pages to photocopy:		
Chapter: Pages to cholocopy: Delivery Information:	R Division D. Division D. Division and an advantation	
Chapter: Pages to photocopy: Delivery Information: Format:	Physical © Digital © Physical non-returnable	
Chapter: Pages to photocopy: Delivery Information: Format: Delivery Location:	<ul> <li>Physical Digital Physical non-returnable</li> <li>Deliver to library</li> </ul>	
Chapter: Pages to photocopy: Delivery Information: Format: Delivery Location: Pickup/delivery location:	<ul> <li>Physical Digital Physical non-returnable</li> <li>Deliver to library</li> </ul>	
Chapter: Pages to photocopy: Delivery Information: Format: Delivery Location: Pickup/delivery location: Not Needed After:	<ul> <li>Physical Digital Physical non-returnable</li> <li>Deliver to library</li> </ul>	▼ ▼
Crapter: Pages to photocopy: Delivery Information: Format: Delivery Location: Pickup/delivery location: Not Needed After: Comment:	Physical Digital Physical non-returnable Deliver to library	• •
Crapter: Pages to hotocopy: Delivery Information: Format: Delivery Location: Pickup/delivery location: Not Needed After: Comment: Language:	Physical Digital Physical non-returnable Deliver to library	• • •
Chapter: Pages to photocopy: Delivery Information: Format: Delivery Location: Pickupidelivery location: Not Needed After: Comment: Language: Copyright:*	Physical Digital Physical non-returnable     Deliver to library      As a user of the Interlibrary Loan     service you are bound by current     boorying it legislation which requires     that copies are supplied for private     use, and for research of a non- commercial nature.     Boch time you submit a request     you will be required to to kick a boor     indicating your agreement to abole	······································
Chapter: Pages to photocopy: Delivery Information: Format: Delivery Location: Pickup/delivery location: Not Needed After: Comment: Language: Copyright*	Physical Digital Physical non-returnable     Deliver to library     As a user of the Interibrary Loan     service you are touch dip current     toporging legislation which requires     that copies are supplied for private     use, and for research of a non-     commercial nature.     Boh time you submit a request,     you will be required to tok a box     indicating your agreement to abide	
Chapter: Pages to photocopy: Delivery Information: Format: Delivery Location: Pickup/delivery location: Not Needed After: Comment: Language: Copyright*	Physical Digital Physical non-returnable     Deliver to library	

Make sure you tell us how you would like to receive your request.

2. Alternatively, if you have clicked on the "Expand results beyond Library" check box to find the material or its details, you can go straight to the form from the entry on DiscoverEd, by clicking the "Inter-Library Loan Request" link:

	ARTICLE / multiple sources exist. see all Research tips Thornley, Richard E. INTER-ALIA, April, 1981, Vol.46(2), p.8 PEER REVIEWED	,
TOP SEND TO	Send to	
FIND IT IN LIBRARY DETAILS	ENDINOTE WEB MENDELEY WEB EXPORT RIS EXPORT BIBTEX RESOURCE LIST CITATION PERMALINK	
	Find it in Library	
<	Your search did not match any physical holdings in the library (Sign-in to view request options) Herein in the order to request the resource from other libraries Inter-Library Loan Request	
	Carriequescuis: C	

This will pre-populate some of the fields on the form. Make sure all the details are correct, and press "Request":

Delivery Location:	<ul> <li>Deliver to library</li> </ul>	
Pickup/delivery location:		
Not Needed After:	×	
Comment:		
Language:	· · ·	
Copyright: *	As a user of the Interlibrary Loan service you are bound by current copyright legislation which requires that copies are supplied for private use, and for research of a non-commercial nature. Each time you submit a request, you will be required to tick a box indicating your agreement to	
I have read the above sta	atement and agree to abide by its restrictions	
CANCEL	REC	DUEST
	Pickup/delivery location: Not Needed After: Comment: Language: Copyright: *	Pickup/delivery location:

## Step Five: Contact us if you have any questions

We are here to help if you have any issues with the form, or need to update your request.

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