STEP-BY-STEP INSTRUCTIONS
ON HOW TO REQUEST ITEMS ON INTERLIBRARY LOAN
WITH SCREENSHOTS
STEP 1: VISIT THE LIGHTNER LIBRARY WEBSITE

www.keuka.edu/library
Click “Interlibrary Loan” from our Home Page.
INTERLIBRARY LOAN

Click the big green button that says “Interlibrary Loan Login” to login to our system.

Click the “Interlibrary Loan Guide” link below the button to find out more information about Interlibrary Loan, such as how to renew items.
Log In with the username and password you registered with.

If you have never used Interlibrary Loan before, click “First Time Users.”

We recommend using your Keuka College username and password to help you remember your information.

If you live far away, register with “Mail to Address” for both options. If you live on-campus, leave the choices to their original settings.
INTERLIBRARY LOAN

To request an item, choose the type of item you need. Then fill out the form on the next page (red * fields are required). Click Submit Request.

To view articles or book chapters you have received electronically, click “Electronically Received Articles.”

To change your mailing address or other settings, click “Change User Information.”

Articles & Book chapters arrive by email and take 2-3 business days. Books arrive by mail and take 1-1.5 weeks.
For an easy method to request a book, search for it in WorldCat. There is a link to WorldCat on the left side of the Lightner Library home page.

Once you have found the item in WorldCat, click “Send Request to ILLiad.”

Note: There is also an interlibrary loan shortcut to request articles indexed in our library databases.