

## Interlibrary Loan (ILL)

Universal Orlando  
Foundation Library

This guide will explain how to request materials that are not owned by the Universal Orlando Foundation Library. For more assistance, visit our website below, call us at 407-903-8100, or come see us in person.

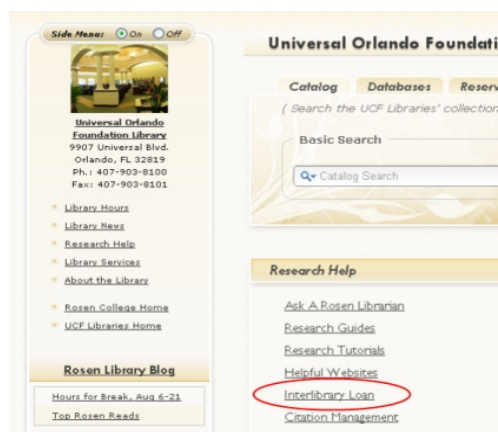
### What You Need to Know

- **Check With Us First** – It is often a good idea to check with a librarian before requesting materials from other libraries. We may be able to suggest other ways of accessing the information you need.
- **Who May Use It** – Current UCF students, staff, and faculty may use Interlibrary Loan (ILL). Patrons not affiliated with UCF may request materials through the fee-based InfoSource service (for more information, see <http://library.ucf.edu/InfoSource> or call 407-823-5463).
- **How Much Does It Cost** – ILL requests are free for current UCF students, staff, and faculty. The ILL department will contact you in the rare event that an item is too costly to obtain.
- **What Can Be Borrowed** – Most print items and photocopies of articles **can** be borrowed from other libraries. The following types of items generally **cannot** be borrowed from other libraries: entire issues of journals, rare or fragile items, audiovisuals (unless held at a UCF library), books designated as non-circulating (reference, reserve, special collections, etc.), photocopied articles that exceed 50 pages, and course textbooks.
- **How Long Does It Take** – Materials requested **from UCF-affiliated libraries** (main library, CMC, regional campus libraries, etc.) will generally be delivered to Rosen within 2-5 business days, although longer delays are possible. *Articles* requested **from non-UCF libraries** generally take 3-7 business days to be delivered; *books* can take 15 or more business days. Longer delays are possible. Some materials cannot be obtained through ILL at all; we'll notify you if that occurs.
- **For More Information** – See <http://library.ucf.edu/ILL/> for more ILL policies and procedures.

### How to Submit an ILL Request – In Five Easy Steps

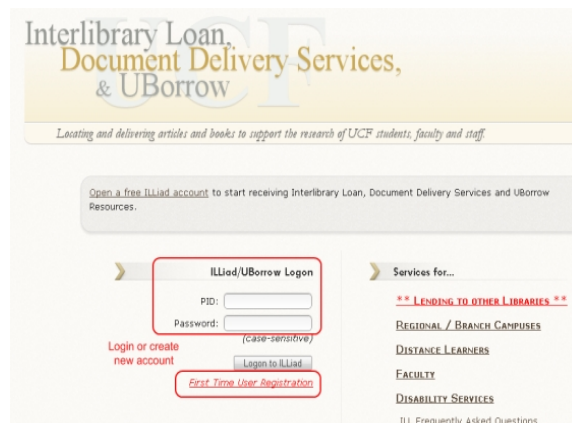
1

From the Library homepage (<http://library.ucf.edu/rosen>), click on the *Interlibrary Loan* link



2

Enter your PID and ILL password. If this is your first time using ILL, you will need to click on *First Time User Registration* to create an account.



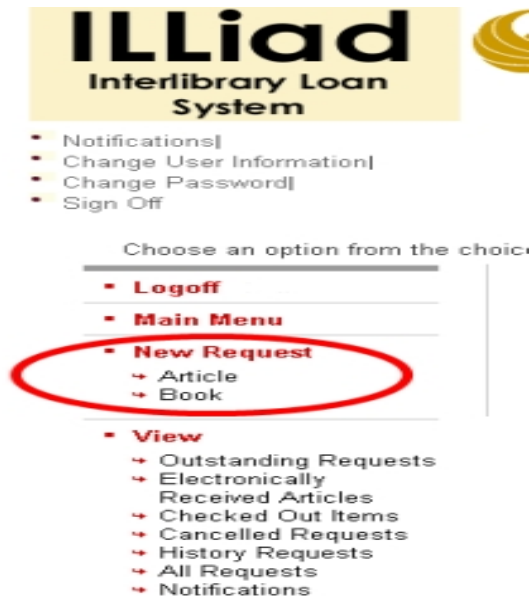
**Please Note:** During the account setup process, if you wish to pick up your materials at the Rosen campus you must select *UCF Rosen* under the *Pickup Location* option

3

Once you have logged on, choose “article” or “book” from the *New Request* tab.

4

Fill out the form as completely as possible (author, title, etc.). Click *Submit Request* to complete the process.



5

Simply wait for the library to contact you - we will let you know when your materials are ready for pick-up.

For more information about Interlibrary Loan or to inquire about the status of requested materials, please contact the ILL department at <http://library.ucf.edu/ILL> or [illbor@mail.ucf.edu](mailto:illbor@mail.ucf.edu) or 407-823-2383.