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- Request items in a hardcopy or print format only. Electronic books or e-books cannot be requested and borrowed through interlibrary loan. Look for symbols (e) or text indicating that a title is an “electronic source,” “e-book,” “internet resource,” or “computer file.” Requests will be canceled if in e-book form.

- Put as much information as possible in the request form in the appropriate fields such as volume, month, or OCLC number, even if they are not automatically populated. You may need to go back to the record to find this information.

- If you don’t know what information to include, leave the field blank instead of filling it in with phrases such as, “I don't know.”

- Include the ISSN of a journal or the ISBN of a book. These will always be numerical characters with no letters. (ISSN format: 0000-0000)

Example from Periodicals AtoZ List:
• If needed, include the volume number in the title field. Ex: Practical Zoology Volume II
• The “Where did you find this item cited?” field allows a limited number of characters and could possibly cut off valuable information needed to get your item. Simply describe where you found the item; exclude writing “cited in” or “referenced in.”
• If you’d like or are willing to accept items in another language, select “Yes” from the dropdown menu. If you’d like a specific language, please indicate this in the “Notes” field, keeping in mind that not all items you request are translated from the original language.

Questions? Email ill@lycoming.edu or call 570-321-4091