Dear Theology Faculty:

Teaching/research fellows are able to borrow items from both the Theology Library and Mugar Library on your behalf!

At the Theology Library, the process is easy: simply email circulation supervisor Sean Smith (sgsmith@bu.edu) from your BU email address and include the following information:

- The name of the teaching/research fellow (make sure to cc: the teaching/research fellow in the email!)
- The end date of the authorization (e.g. the end of the semester).

That’s all you need! You will get an email when everything has been processed on the library end. When a teaching fellow is at the circulation desk at the Theology Library, they will just need to announce that they are checking out items for you; the “user note” section of your library record will have your TF/RF’s name.

At Mugar Library, a little bit more is needed. You must deliver a letter on official STH letterhead giving authorization to your TF/RF to borrow on your behalf. Dr. Shelly Rambo has drafted a sample letter that is included on the reverse page. This letter should include the following:

- Date of letter and the end date of authorization.
- Your name, BU ID number, job title, and email.
- The name of the teaching/research fellow, their BU ID number, and email address.
- Your BU ID (Terrier Card). This will only be needed for the first trip.

After this documentation is submitted, your TF/RF should be able to borrow on your behalf with no issues. **If you obtain authorization at Mugar Library, you do not need to do it separately for us at the Theology Library.**

If you have any questions about these procedures, do not hesitate to reach out to Sean Smith (sgsmith@bu.edu).
Guide to Interlibrary Loan Borrowing

Requesting Physical Items
To request a physical item to be delivered for pick-up at the STH Library, start your search on bu.on.worldcat.org. Search for the title you need. Once you click on a title, you will see three levels for the item: it’s availability at BU Libraries, at BLC Libraries, and other libraries throughout the world in order by distance. If the item is listed as "unavailable" at BU or doesn’t have a record at all, click the "Request Item through Interlibrary Loan" button. This will take you to our catalog page; make sure you are signed in (it will say "sign in for more options" if you are not) and then click on "Request from Libraries Beyond BU." Sign in with your BU ID and password again, you will be taken to the ILLiad page. Make sure all required information is filled out and hit "submit." Note: you will have to register within ILLiad the first use. You will receive an email when it arrives!

ILLiad (get it?!?) is the program we use to place ILL requests. Visit bu.edu/strlibrary/ill for ILL tutorials and more!

Please allow 1-3 weeks for shipping/delivery of physical items; if the item is available at a BLC Library, the turnaround time can be as little as 3 days. PDF scans can arrive in as little as 2-3 business days.

Using interlibrary loan (or ILL for short), current BU STH students, faculty, and staff are able to request needed materials for their research from other libraries, with delivery straight to the STH Library circulation desk! You can request items that BU doesn’t own from libraries throughout the world!

Have Items Sent to the STH Library Circulation Desk!

Requesting Scans
To request a scan of a single book chapter or article from a journal that BU does not have access to, log into ILLiad directly by going to our website (link above or under "For Students") & follow ILLiad link. On the lefthand menu, click on "Article (journal, etc.)" or "Book Chapter" under "New Request." Fill out as much citation information as possible (including the ISSN/ISBN from BU WorldCat. When you receive an email saying it is ready to be viewed, download your PDF by logging into ILLiad and clicking "Access Electronically Delivered Articles" under "View" heading on the left.

Authorize Teaching/Research Assistants to Borrow Items on your Behalf at the Theology Library and Mugar Library

To whom it may concern,

My name is {name}, and I am {job title} at Boston University School of Theology. My ID number is {ID}, and my email address is {email}.

I would like to authorize borrowing privileges for my research assistant, {name of student}. {First name} is a student at the Boston University School of Theology and {her/his/their} BU ID number is {number}. I would like this student to be able to check out items on my behalf, but {she/he/they} do not need to have access to my borrowing record. These privileges should be in place from now through {end of authorization}.

Sincerely,

{Signature}

{Name}

Boston University School of Theology