

Guide to Interlibrary Loan Borrowing

Borrowing Items In-Person

As a BU student, you have access to over **2.4 million physical items, countless e-resources**, and more! That said, sometimes we won't have that perfect resource you need for your research. This handout shows how to borrow items from other libraries. You can borrow items **in-person** at local libraries or **request items be sent for pick-up at the STH Library!**

Borrow at BC, Brandeis, and Northeastern

Using just your BU ID (Terrier Card), you can check out items in-person at any **BC, Brandeis, or Northeastern** library! When you're done, items can be returned to Mugar Library!



Helpful Hint:

All Massachusetts residents or students living in Massachusetts for school can get a Boston Public Library card! Gain access to the BPL's wealth of physical books, e-books, and perks like free museum passes!

WorldCat

See what other libraries in the area (or around the world!) own an item by searching WorldCat (www.worldcat.org)!

BTI Cards



"Opt-in" for borrowing privileges through the BTI Portal:

www.bostontheological.org/btiportal. See our BTI Borrowing Guide for more information. Your BTI Card will give you borrowing privileges at the following libraries: **Hartford Seminary, Hebrew College, Harvard Divinity School, Gordon-Conwell, and Holy Cross Greek Orthodox School of Theology**. BTI Items can be returned to the STH circulation desk by filling out the BTI Return Log.

BLC Cards

Apply for BLC Card online: www.bu.edu/library/services/ill/blc-cards/. Card will give you borrowing privileges at the following libraries: **MIT, State Library of MA, Tufts, UCONN, all libraries in the UMASS system, UNH, URI, Wellesley College, and Williams College**. Items checked out with a BLC Card must be returned to their home library.



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Have Items Sent to the STH Library Circulation Desk!

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!**

Requesting PDF Scans

To request a scan of a single book chapter or article from a journal that BU does not have access to, visit our interlibrary loan page (www.bu.edu/sthlibrary/ill), or navigate from For Students>Interlibrary Loan Borrowing) and log into ILLiad. On the left hand 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 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.

Request renewals of interlibrary loans from home! Log into ILLiad, and in the Tools Menu on the left, click "Request Renewal."

ILLiad

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

Requesting Physical Items

If unable to find an item through our catalog, start your search on www.worldcat.org. Search for the title you need. Then, visit our interlibrary loan page (www.bu.edu/sthlibrary/ill), or navigate from For Students>Interlibrary Loan Borrowing) and log into ILLiad. In the left-hand menu, click on "Books and Other Loans" under "New Request." Copy and paste all the publication information from the WorldCat account into the form and hit "submit!" **Note: you will have to register within ILLiad the first use.** You will receive an email when it arrives!

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.