Make an interlibrary loan request in EBSCO databases

This is a screenshot of an EBSCO search. In this instance, I’m searching Academic Search Complete for “mathematics” and “after school programs”:

In the results, you’ll note that we have full text (PDF) for the first result but not for the second result. Instead, on the second result, you are given two links. Start by clicking the first link: Check for full text using ALEX Discovery. This link will automatically search ALEX Discovery.

*IF the link breaks, go to directions – making request within EBSCO*

*IF we own the article, it will provide a link within ALEX Discovery.*

*IF we do not have the article, you’ll receive this message:*
Use the “libraries worldwide” link in the yellow message (above) to take you to this ALEX screen:

If we owned the article, you would see the following button where the “held by” field is.

Instead, the article is “held by” Virginia libraries. Still, we can get these items quickly (usually 2 days for articles and 4 days for books). Out-of-state or public libraries take longer (sometimes a week for articles and 2 weeks for books).

To order a copy of the article, first click on this title link. This link takes you into the article’s record.
On the left are your search results. On the right is the article record. To order this article, go to “availability” tab, and hit the “request item through Interlibrary loan” button.

This button will take you to an online form. Fill out all fields and SUBMIT. For email, you can leave off “eagles.bridgewater.edu”. Also, in feedback, note the class this is for or write “personal research”.

Once you submit the form, you will receive a green confirmation.
Making a request within EBSCO

Sometimes, the link breaks between the EBSCO databases and ALEX Discovery. There’s another way to make an ILL request.

From your original results page (below) click on the circled title link to take you to the article record.

Within the article’s record, you’ll do 3 steps:

1. Copy the article’s citation
2. Paste the citation into the ILL online form.
3. Hit submit.
This is a screenshot of the article record. To copy a citation, first click on the cite button.

This screen will appear. It automatically provides citations in different formats. ILL prefers the APA citation format, but really any one of them will do. Block and copy (CTRL-C) the citation.

Now, exit citation screen (top right X). Back on the record page, click the circled interlibrary loan form.
The link takes you to this form:

The interlibrary loan (ILL) service supports student and faculty research, as well as, personal reading and enrichment.

However, the ILL service is not designed to support textbook borrowing or classroom book reserves. Learn more / FAQ.

Contact us anytime at ILL@bridgewater.edu

First Name (required)

Last Name (required)

Email (required)

Status (required)

For email, you may leave off “@bridgewater.edu”

If you do not have a citation, please list as much as you know: author, title, journal, format, publication date, permalink. A librarian will confirm the item before ordering.

Citation (required)

Class info will help speed the process and locate other resources should your item not be available. If this is not for a class, it’s fine to leave it blank.

Which class is this for?

Submit

Directions are written in italics. Paste your citation into the citation box (CTRL-P).

After you HIT submit, you’ll receive the following confirmation:
Interlibrary loan form

Got your request!

If you have questions, visit ILL FAQ
Need to contact us? Email ILL@bridgewater.edu

Make another request