If you have located the perfect item for your research but the Edmund Stanley Library does not own it, you can use our interlibrary loan (ILL) service to borrow the item from another library. You may submit your ILL requests in writing on forms available in the library, by e-mail, via electronic form in the WorldCat database, or by phone by calling 316-295-5880 (800-794-6945 x 5880) and asking for the ILL Department.

If the item is an article, send the citation for it – article title, article author, journal title, volume number, issue number, and pages – as well as the source of this information to our ILL Department at ill@friends.edu. If you retrieved the citation for the article from a database, it is most helpful if you e-mail us the citation as it appeared in the database. You can either cut and paste the citation or, if the database has an e-mail tool, e-mail it to us with a copy to yourself (if you do not receive a copy of the citation from the database e-mail tool, you will know that the library’s ILL Department did not receive it either).

If the item is a book, DVD, or CD, it is best to use the WorldCat database to submit the request to us. WorldCat has over 100 million searchable records for all types of materials: books, visual materials, sound recordings, etc. Once you find the item you want in WorldCat, you can use the ILL form it provides to submit your request to us.

Sample Search in WorldCat: Look for the book entitled *A Matter of Justice: Eisenhower and the Beginning of the Civil Rights Revolution* by David A. Nichols. You can type in just the beginning of the title and the last name of the author as long as the words are distinctive rather than common.

Click on the drop down arrow at **Keyword** to specify the author and title fields. Use the default Boolean operator **and** between the author and title. If you know the date, type it in the **Year** box. The drop down menu at **Language** allows you to limit to English or to choose from other languages. Click on the **SEARCH** box after you have completed the search form.

The first record in the results list below shows that 1056 libraries own the book. Please note that if Friends University owned the book, it would be indicated by the FRIENDS UNIV icon beside the number. The ILL Department will not request items that our library owns.

If Friends University owned this book, the FRIENDS UNIV icon would appear here.
When you locate the item you want from the Results list, click on the blue highlighted title to see the detailed record for it.

If Friends University does not own the item you want, click on the ILL icon in the middle on the upper left side of the screen. This will bring up an electronic ILL Request Form. You can complete this form to request that the book be borrowed from another library at no cost to you. The form will look like the screen shot below.

Under the Status, click on the drop down arrow to select the type of student you are. Please be sure to include your telephone number and email address. When you have completed the form, click on the Submit button. The request will go to the Edmund Stanley Library ILL Department. It can take up to three weeks for a requested item to arrive at our library. When the ILL item is received at the library, our ILL staff will notify you that your requested item is available to pick up. If you have any questions, please e-mail them to ill@friends.edu

If you are in the Edmund Stanley Library, you may use the method above to request items, or you may complete a printed ILL request form (available at the Circulation Desk) and submit it to the ILL Department. If you are a student or faculty member at either the Lenexa or Topeka campus, your ILL item can be sent to you through our campus courier service. You may return it through the courier service as well.

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