

# Mina Rees Library

library.gc.cuny.edu

## CLICS: Inter-CUNY Borrowing ILL: Interlibrary Loan

### CLICS

**Can't find the book you need at the Graduate Center?** It's not in the collection or is checked out, on reserve, or missing? Use **CLICS (CUNY Libraries Inter-Campus Service)**. Have it delivered from another CUNY library by using the **Title Request** button in the CUNY+ online catalog. The book will be delivered within a few days to the CUNY library of your choice. You'll receive an e-mail informing you the book is ready, and you'll have ten days to pick it up.

- Search **CUNY+**, or use the **FindIt!** link in the **WorldCat** database, the **Find-it at CUNY** link in **Open WorldCat** (worldcatlibraries.org), or the **Related Info at GC** link in **Google Scholar** (scholar.google.com).
- In CUNY+ click the title of the book you want.
- Then click the orange-and-white **Title Request** button on the top left; there is no need to select a specific library. This button appears only for circulating books, not for reference books and other non-circulating materials.
- You will be prompted to log in to **My Account** in CUNY+ with your CUNY library **barcode** number and password; barcode number is password until you change it.
- Select a **pickup library** and **not needed after** date.
- Log out of **My Account** to protect your privacy.
- A few days later, you'll receive e-mail notification that your book is ready to pick up.
- Renew books online through **My Account**.
- Report any problems using **My Account** to **circ@gc.cuny.edu** or **212-817-7083**.
- Return books to any CUNY library circulation desk or book drop.
- Keep your e-mail address current with the circulation department.
- Request only books going from one library to another; there is no in-library paging.

Loan periods, renewal policies, fines, and notice schedules vary among CUNY libraries. Check the Web sites of individual libraries for circulation information:

**library.gc.cuny.edu/research/cunylibraries.html**.

Contact the Graduate Center circulation desk with any questions about CLICS or any circulation matter: **circ@gc.cuny.edu** or **212-817-7083**.

**See ILL on other side.**

## ILL: Interlibrary Loan

**Use Interlibrary Loan when you cannot find a book in CUNY+ or when an article is unavailable electronically or print at the Graduate Center.**

### **Register to use ILL**

- Obtain a **barcode** for your Graduate Center ID from the first-floor circulation desk.
- From the library Web site ([library.gc.cuny.edu](http://library.gc.cuny.edu)), select **Interlibrary Loan**.
- Select **First Time User? Register Here**.
- Fill in form; choose username and password; make your request.

### **Use WorldCat for fastest book delivery**

- Request ILL books, dissertations, scores, recordings, and videos through WorldCat.
- Outside the Graduate Center, log in to WorldCat through [library.gc.cuny.edu](http://library.gc.cuny.edu) under **Databases** with your **Graduate Center computer network account information**.
- Once you find the item you need, choose the record with the largest number of **Libraries Worldwide**.
- If available in CUNY (there will be a green CUNY15 symbol), please order the item through CLICS. If it is not in CUNY+ or is unavailable, checked out, or missing, order through the steps below.
- Click **Find-it At CUNY** and then **Request Item via Interlibrary Loan**.
- When you enter your ILL username and password, the book request information will automatically appear in the resulting form.
- Indicate whether you will pay \$5 for the item if ILL cannot find a free lender or subsidize the charges. There is no charge for most requests.
- Click **Submit Request**; requests through WorldCat go immediately to the ILL network without staff mediation if free lenders are available.
- Check progress by logging in to your ILL account; keep your e-mail address current.
- You will receive an e-mail notification when your request arrives at the Graduate Center circulation desk. Present your Graduate Center ID to pick up ILL items.
- Renewals are generally possible but not guaranteed; renew through your ILL account or contact [ill@gc.cuny.edu](mailto:ill@gc.cuny.edu).

### **Use Graduate Center databases to request ILL articles**

- Select any database at [library.gc.cuny.edu](http://library.gc.cuny.edu).
- From your search results, use **FindIt!** to see if the needed article is available in Graduate Center electronic resources or in CUNY+.
- If the article is not available, use **FindIt!** to make an ILL request as explained above.
- In a few days, you will receive an e-mail indicating that a scanned version of your article is available online as a PDF document.

### **Use ILL to request books or articles you cannot find through WorldCat or other databases**

- From [library.gc.cuny.edu](http://library.gc.cuny.edu), select **Interlibrary Loan** and log into your account.
- Click **Request a Book** or **Request a photocopy**; fill out form; click **Submit Request**.

### **Also use ILL to**

- View/modify/check status of outstanding requests.
- Renew items if allowed by lending institution.

**Questions? Forgot your password? Contact [ill@gc.cuny.edu](mailto:ill@gc.cuny.edu) or 212-817-7049.**