To request a book chapter/section through Interlibrary Loan

On the library homepage (http://www.waikato.ac.nz/library) click on Place/track interloans on the right hand side of the screen.

Log in using your university username and password.

In the resulting search screen, type in the title, or part of the title of the book (use double speech marks) and click Search

From the resulting list of titles, click on the one you need (it may take a few seconds for the results to appear) – this will result in a full record for the book (or series).

In the full record for the book, at the top right of the screen click on Get it

http://www.waikato.ac.nz/library
This will result in a screen with the details of the book.

To request a copy of a chapter in the book, tick the box beside Copy, otherwise you won’t be able to fill in the chapter details.

- Fill in the chapter details in the **Part Details** section.
- Check that the volume number (if applicable) is correct in the **Publication Details**.
- Click on Request

Under the copyright notification click **Accept**, then **Request**

Your interloan request will be submitted and assigned an id number.

When the book chapter arrives, you will be notified by email
- If the lending library has scanned the chapter and sent the pdf, you will be advised to go to **My Requests** where the pdf will be attached to the record. Open the pdf to view, and download to your own computer (you only get 2 chances, and 7 days from the first viewing, to do this).
- If the lending library has sent the whole book/volume, you will be advised that you can come and collect it from the Lending Desk in the Library.

You can check on the status of your interloan requests by clicking on **My Requests** on the left of the screen.