To request a journal article 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 full name of the journal (use double speech marks) and click Search.

To narrow the search, you may include the ISSN number for the journal.

From the resulting list of journals, click on the required journal (it may take a few seconds for the results to appear) – this will result in a full record for the journal.

In the full record for the journal, at the top right of the screen click on Get it.
This will result in a screen where you can enter details of the article you need

- Fill in the article details in the **Part Details** section
- Click on **Request**

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

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

You can check on the status of your interloan requests by clicking on **My Requests** on the left of the screen. When your article arrives, you will be sent an email telling you to go to **My Requests** where there will be a pdf 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).