



A Guide to Ordering Interlibrary Loans Online

Leabharlann Institiúid Teicneolaíochta Trá Lí — Institute of Technology Tralee, Library
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LOGON

www.library.ittralee.ie

MY LIBRARY

logging on to
“My Library” allows you
to do a host of different
functions on line:

- View my Record
- Renew Books online
- Request Books
- View Reading History
- Request Interlibrary loans
- Book a Room

USING FAST FIND

Allows you to do the
following:

- View My Records
- Request an Interlibrary loan
- Renew My Books
- Request a Book
- Book a Room
- View My Library History

LIBRARY INFORMATION RESOURCE

Home Information My Library Facilities Resources Help

By Logging into My Library you can...

- View My Record
- Renew Books
- Request Books
- View My Reading History
- Request Interlibrary Loans

If we do not have a book or article you can request it from another library

User Services

Log in to Library Online Resources and Services

Please enter the following information:

Enter Your T number e.g T00012345

Your T Number:

Use your college password. First-time users will be prompted to create a password.

Your Password:

Log on to the Library Information
Resource Page
[@www.library.ittralee.ie](http://www.library.ittralee.ie).

Click on “My Library”
A series of options appear.

Select
“Request an Interlibrary Loan”

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Home Information My Library

You are logged in Inst. of Technology, Tralee as Test Student

Fast Find

I WANT TO:

Other paths to ordering
Using the Fast Find Options
Alternatively you can log on and
under “Fast Find”, hit the drop down
key and select the option to “Request
an Interlibrary Loan”

Enter Your T Number
Enter Your Password

LIBRARY RULE

You cannot request an Interlibrary loan if you have fines on your library account

LOAN CHARGES:

All costs for items will be added to the requestors Library Account .

On Collection all costs must be paid in full.

Patron Type	Book	Journal
Staff	7.60	5.00
Postgraduate	7.60	5.00
Undergraduate	7.60	5.00

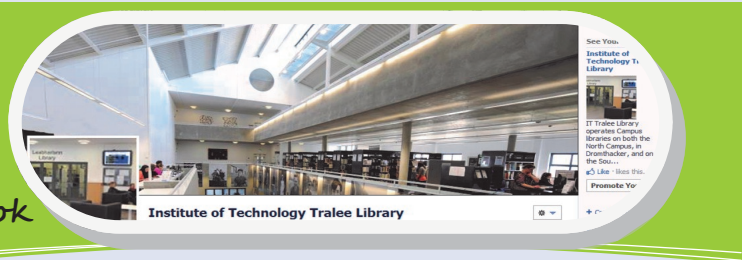
LOAN ALLOCATIONS: RULES :

Patron Type	Annual Allocation
Staff	10 free items
Postgraduate	10 free items
Thesis/PhD students	20 free items
Supervisors	20 free items
Undergraduates	2 free books from other IOTs .

- All Thesis are held in the Library for library use only.
- Books marked "library use only" must be viewed in the Library.
- Students with fines will not be able to access this service.
- Costs may be incurred for extension requests on items.
- Heavy Penalties and Replacement costs will be imposed by our suppliers for loss or damage to any item. Theses will be incurred by the patron.



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Home Information

Inter Library Loan Request Forms

Choose one of the following request forms:

[Book](#) [Journal article](#) [Dissertation](#)

User Services

Log in to Library Online Resources and Services

Please enter the following information:

Enter Your T number e.g T00012345

Your T Number

Use your college password. First-time users will b

Your Password

Patrons can choose the type of loan. Click on the item type and enter your T Number and Password to open the application forms.

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Inter Library Loan Journal Article Request

Please fill out as much of the form as possible. **Example**

ILL requests are viewed daily. Please review the ILL section of [Library Information](#)

Article Author: Ryan Plummera

Article Title: The Rise and Fall of the Waterloo Wellington

Appears in Journal: Current Issues in Tourism

Date Published: 2006

Volume: 9

Issue: 3

Pages: 191-205

Cited In:

ISSN: 1368-3500

Cancel if not filled by: Day Month Year

SEARCH THE LIBRARY CATALOG FOR THIS ITEM

Complete the form

The Request form must be completed.

Failure to provide information reduces the chances of sourcing the item you are requesting.

Before making an application search the library catalogue.

Remember to press "SUBMIT THIS REQUEST" button.

Each Request must be made on a separate form.

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Home Information My Library Facilities

You are logged in Inst. of Technology, Tralee as Test Student

Confirmation that your request has been submitted and received.

Your request has been sent to the library.