

Request a Textbook Loan Book or a Reserve Book in 3 Easy Steps

We will approve and process as many requests as we can within copyright guidelines

LOGIN TO YOUR ILL ACCOUNT



Use the QR Code to **Login to ILL** (www.marshall.edu/library/services/ids: **Login to ILL**).

- **All users** sign in via Marshall's single sign-on.
- **First-time users** must complete their account setup.

CLICK ON THE MENU LINK FOR "RESERVES/ TEXTBOOK LOAN"

1. Enter all the **required information**.

- For **textbooks**, you must know the title of the book, as well as the number or name of the chapter you need.
- For **Reserve** items, you must ALSO know the name of the professor and class.
- You can only receive **one chapter** at a time.
- You can only submit **one request** for the same book per day.

WAIT FOR AN EMAIL NOTIFICATION

You will receive **email notifications** for when and how to access your **digital copy** from your ILL account when it's ready.

Repeat this process for each chapter you need (only one request per day per book).



If you need help with any part of this process, or have questions as you complete your request, email circ@marshall.edu