# 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

![QR Code](QR Code)

Use the QR Code to [Login to ILL](http://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).

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