

# Using Interlibrary Loan (ILL) & Universal Borrowing (UB)

## What to know about Interlibrary Loan and Universal borrowing?

- Login into ILL and UB using the 16 digit number at the top of your Titan Card and your last name
- UB allows you to request books and audio visual materials available at other UW system libraries
- Articles from magazines and journals can not be requested using UB
- ILL receives and lends articles or books not available at Polk or from other UW Libraries
- ILL is the only way to request articles not available in print or electronically at Polk Library.
- Notification of materials are sent to your university email



## Important Interlibrary Loan Facts

- Interlibrary Loan is also referred to as ILLIAD
- Most ILL article request usually take 3-5 business day. Books may take 1-2 weeks
- Article can be access electronically through your Illiad account, Books can be picked up at Polk Library's circulation desk
- ILL Request can be done directly through the Find It function (articles) or using BadgerCat (books).
- Whole issues of periodicals, videos and sound recordings cannot be requested.
- Reference Librarians can answer general questions concerning ILL. Other questions will be directed to the ILL Department itself. ILL is open Monday -Friday 7:45-4:30 and is closed on the weekends.

## Important Universal Borrowing Facts

- Check out most materials for **28** days but they can not be able to be renewed. Videos and curriculum materials circulate for **14** days.
- Pick up and return materials at any UW System campus library.

## Checking your Requests

To track the status of your request...

1. Log on to **Your Record** from the Polk Library Catalog menu.
  2. Enter your 16-digit Titan card number.
  3. Locate the section entitled **Request Information**.
- *Materials generally arrive within 1 to 5 days.*
  - *Check your record frequently to determine if your materials are available to be picked up. A notice will also be mailed to you.*