

Interlibrary Loan script

Interlibrary Loan (ILL) is available to UPEI students, faculty, staff, and registered public borrowers. ILL allows Robertson Library patrons to request a scanned copy of an article or chapter from our Library's print collection or to acquire research materials from another library. Costs are paid for by the University, so this service is completely free for students, faculty, and staff of UPEI.

When you're searching in OneSearch or our library's databases, the "Make an Interlibrary Loan Request" link appears below items that are not already available at UPEI.

If you select that link, you will be taken to the Interlibrary Loan request form with information about your item already filled out. Double-check the information to make sure it's accurate, then use the "Next" button to access the second page, where you will provide your credentials and contact information.

After you submit the form, check your e-mail for confirmation that your request has been received.

Other times, you may want to request an item without going through OneSearch. You can go directly to library.upei.ca/ill or select the green "Interlibrary Loan" button on the library's homepage. This link is located below the search box and above the librarian pictures.

On larger screens, the button is on the left; on smaller screens, it's at the top of the set of green buttons.

Select the Interlibrary Loan link to go to the Interlibrary Loan webpage on the Library website. On this page, you will find the information on how to submit a request and how to retrieve a requested item.

Select "Request" to be directed to the submission form. On the first page of the form, use the "Item Type" options to tell us whether you are requesting a whole book, a book chapter, or a journal article.

Make sure to provide the citation details of the material you are requesting, such as title and year of publication. If you know the DOI of the item you are requesting, you can use the DOI lookup tool to autocomplete the citation information in the form.

The second page of the form asks for your contact information, such as your Campus ID number and email address.

After submitting your request, check your email for confirmation that your request has been submitted.

If Robertson Library already has the item you've requested, we will scan it for you or send you information about accessing the material. Otherwise, your request will be sent to other libraries.

It may take several days for your item to be sent to UPEI for you. Once the item you requested becomes available, you will receive an email from the ILL office with instructions on how to retrieve the material you requested.

If you have any questions or problems with your ILL requests, or If you require further assistance, please contact the ILL Office by emailing ill@upei.ca or calling 902-566-0445.