

Interlibrary Loan FAQ

How do I access Interlibrary Loan (ILL)?

*The link is available from the Library's home page or directly at:
<https://illiad.library.lsuhschreveport.edu/>*

What can I request from ILL?

Only items not available in the Library may be obtained through ILL.

How much does ILL cost?

The Library does not charge for ILL service, but other schools may charge a small fee (usually \$12.00 or less). When filling out your request, you may indicate how much you are willing to pay for your items.

How do I pay for my ILL items?

All requests are invoiced monthly. You may pay with cash, check or department IT.

TIP: Ask your department's business manager if your department pays for ILL requests.

Can Library staff fill out my request for me?

Only the person requesting the materials, or an authorized designee, may submit requests. Library staff cannot complete forms on behalf of others, though they are happy to answer questions and help verify information.

How long will it take to receive my items?

Please allow up to 2 weeks for ILL items to be delivered. Electronic items may be delivered within 48 hours, though Library staff cannot guarantee that timeline.