

Mina Rees Library

library.gc.cuny.edu

CLICS: Intra-CUNY Borrowing & ILL: Interlibrary Loan

Can't find the book you want at the Graduate Center?

Have it delivered from another CUNY library using the **Request** button in the CUNY Catalog. The book will be delivered for pickup to your CUNY library of choice. You'll get an email within a few days telling you that the book is ready, and you'll have 10 days to pick it up. Here's how to use CLICS:

- Search the **CUNY Catalog**, or in **WorldCat** or **Google Scholar**, use the **Find it!** link to the CUNY Catalog
- Click on the title of the book you want
- Click on the orange-and-white **Request** button on the top left; there is no need to select a specific library
- You will be prompted to log in to **My Account** in the CUNY Catalog with your CUNY library **barcode** number and password (barcode number is password until you change it)
- Select your **pickup library** and **not needed after** date
- Check the next screen for your book record and pickup library; delete and retry, if necessary
- Log out of your **CUNY Catalog My Account** to protect your privacy
- A few days later, you'll receive an email that your book is available to pick up
- Renew books online through **My Account** in the **CUNY Catalog**
- Return books to any CUNY library circulation desk or book drop
- Keep your email address current with your home library's circulation desk
- Request only books going from one library to another; there is no in-library paging service
- Request only circulating materials; you will receive a "**No copies currently available**" message if you request a reference book, special collections book, electronic book, reserve book, missing book, etc.

Loan periods, renewal policies, fines, fees, and notice schedules vary among CUNY libraries. Check the Web sites of individual libraries for circulation information:

library.gc.cuny.edu/resources-and-tools/other-libraries/#cuny

Questions? circ@gc.cuny.edu or 212-817-7083

ILL: Interlibrary Loan

Please use Interlibrary Loan if you cannot find a book in the CUNY Catalog, if you cannot find an article either online or in print at the Graduate Center, or a dissertation through Digital Dissertations.

Register to use ILL

- Get a barcode for your Graduate Center ID card from the first-floor library circulation desk
- From the library Web site (library.gc.cuny.edu), select **Interlibrary Loan**
- Log in with your Graduate Center computer network/email login
- Select **First Time User? Register Here**
- Fill in form
- Make your ILL request via ILLiad
- There's a maximum of 15 active ILL requests at a time

Use WorldCat for fastest book delivery

- Request ILL books, dissertations, videos, scores, and recordings via WorldCat
- Outside the Graduate Center, login to WorldCat from library.gc.cuny.edu with your Graduate Center computer network/email login
- Search for the item you need, and once you find it, choose the record with the largest number of **Libraries Worldwide**
- If available in CUNY (there will be a CUNY15 symbol), please order via CLICS. If it is not in CUNY or is unavailable, missing, or on loan, please order via ILL by following the steps below
- Clicking on the **Find it!** button, then on Find It! again to **Request item via Interlibrary Loan**
- Enter your ILL username and password; book request information will automatically fill in
- Check progress by logging on to ILLiad account; keep your email address current
- You will receive an email when your ILL book is available at the Graduate Center circulation desk for pickup. Bring Graduate Center photo ID to pick up ILL items
- Renewals are generally possible but not guaranteed; renew ILL books via ILLiad or contact the ILL Office at ill@gc.cuny.edu

Use Graduate Center Databases to request ILL articles

- Select any Graduate Center database from library.gc.cuny.edu
- Use **Find it!** to see if the needed article is available in Graduate Center electronic resources or in the CUNY Catalog
- If not, use **Find it!** to request articles via Interlibrary Loan
- Article request information will automatically fill in when you log in
- In a few days, you will receive an email that your article is available online via ILLiad for you to view or download in PDF format

Also use ILLiad to

- View/modify outstanding requests and check status of interlibrary loans
- View and download received ILL articles
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Questions? Forget your ILLiad password? ill@gc.cuny.edu or 212-817-7045