Using ILL at the GC Library

I. Register

1. Go to: www.library.gc.cuny.edu > Interlibrary Loan

2. Log in with your GC network ID and password (the same combination that lets you into GC-based databases).

3. Fill out the short registration form, and be sure to select:
   - Department: ASRC
   - Pickup Location: ASRC (ASRC Researchers only)

This allows your loans to be delivered at your location.

Submit, and that’s it! You will receive a confirmation email within 1 business day.
II. Requesting articles

You can request any articles for which we don’t provide electronic access, including articles that appear in print journals owned by the GC.

Use auto-fill to get your articles faster. Whenever you are working with databases in GC IP space, you’ll see Find It! links that lead you make requests via ILL.

Sample workflow from Google Scholar:

1. Use the GC instance of Google Scholar, by navigating from the library website:

2. Search for your topic.

   If full text is found (via subscription or because it’s open access), you’ll see a direct link.

   If not, click on expanding arrows to get more options for full text or to make a request.
3. Click on Find it!, and if there are still no full-text options, click on Request item via Interlibrary Loan.

![Find it!](image)

**Title:** Switchable behaviors of quadratic nonlinear optical properties originating from bi-step phase transitions in a molecule-based crystal

**Source:** Tao, K

[Request item via Interlibrary Loan]

[A local library may have a copy] [OCLC WorldCat @ Service]

We do not appear to own this material.

4. This will either open a request form with pre-filled information. Agree with the copyright statement, review and submit at the bottom of the page.

(If you weren’t logged in already, you’ll be prompted to log in to ILL first (with your GC network ID and password). Log in, go back to the tab with the Find it! Page, and hit “Request item via Interlibrary Loan” again to get your pre-filled request form to submit.)
II. Requesting loans (books, media, etc.)

You can also request books, media and other physical items not owned by the GC library. They will be delivered to ASRC. To return, package and drop them off at the ASRC mailroom (Thomas Zmuda will show you how).

To request physical items, use Worldcat. Worldcat is accessible from the library homepage, or from within OneSearch, in the top bar.

1. In Worldcat, search for your item.
2. Once you find the item you need, make sure it’s a physical item (i.e. no ebooks or digital content), and click on the title to open the item record.

3. Scroll down to find the “Request through Interlibrary Loan” option.

4. You’ll be prompted to log in. Log in, review, and submit.
II. Requesting anything (book chapters and more.)

You can also request any type of material (including scans from chapters of books, even if held at the GC library) through our manual request form:

Just log in, select the type of request you're making, fill in the form, and submit. That's it!

For more information, please visit our FAQs or email us at ill@gc.cuny.edu.