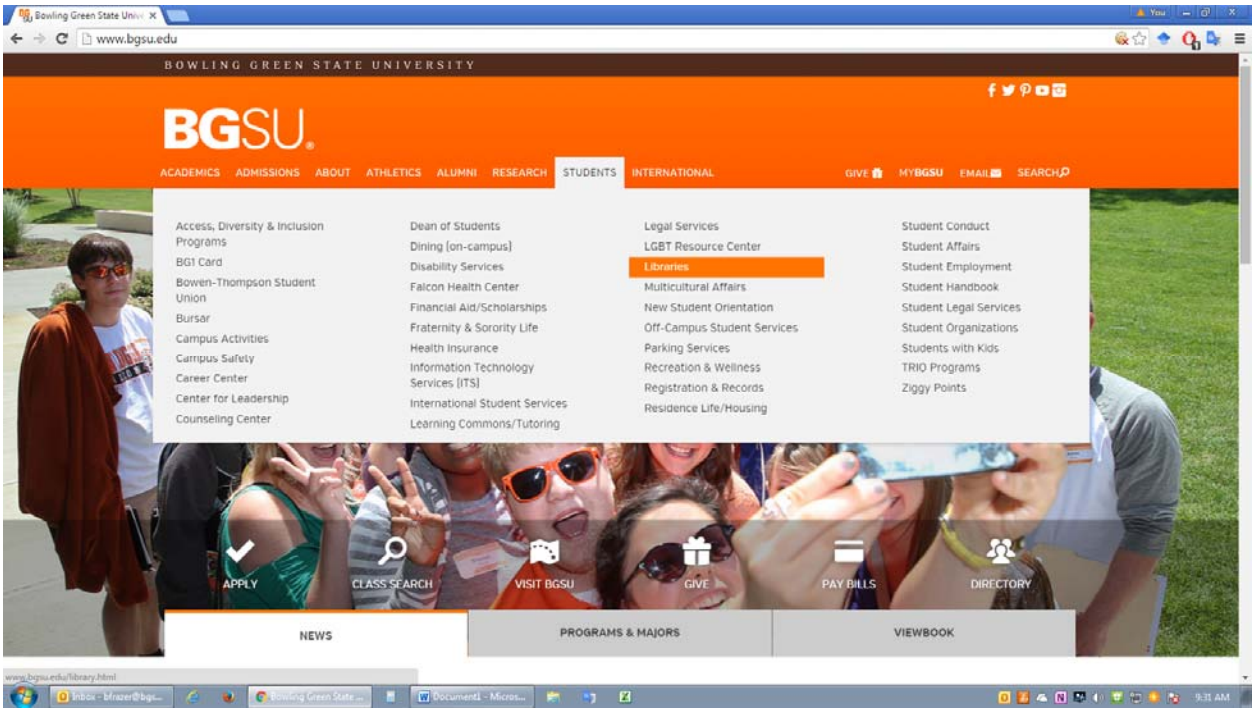
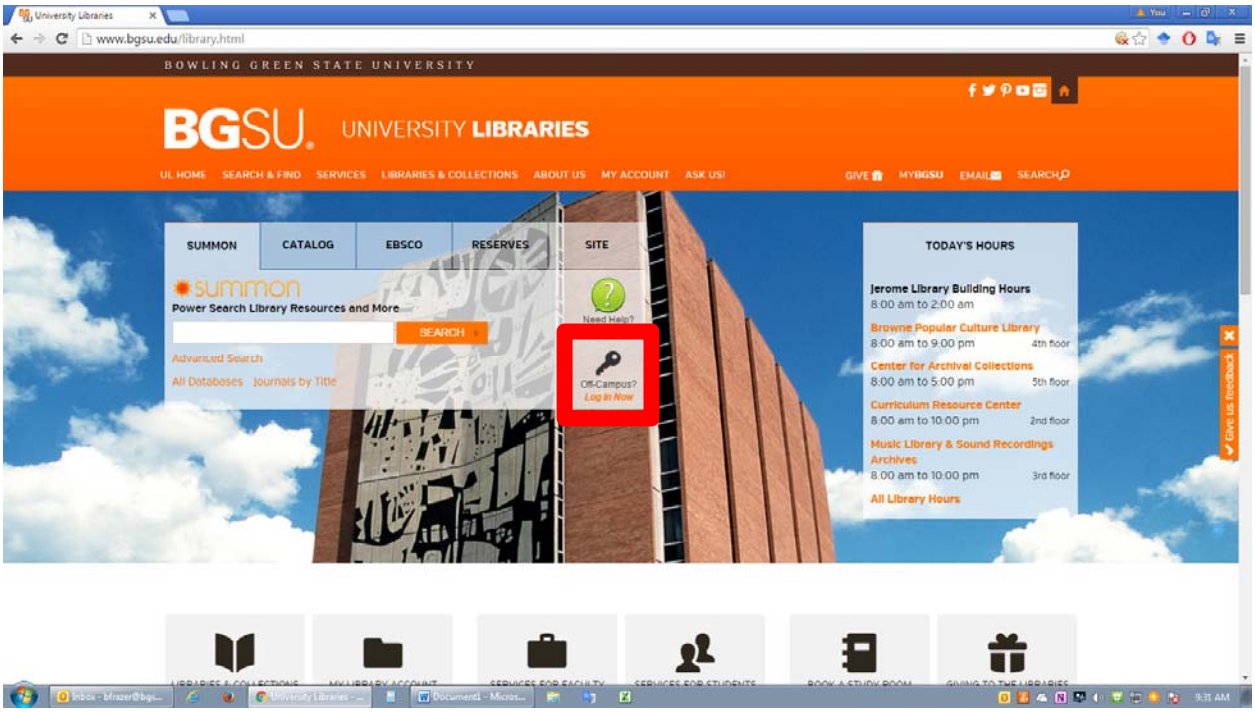
Directions to Use Summon's Inter Library Loan Feature

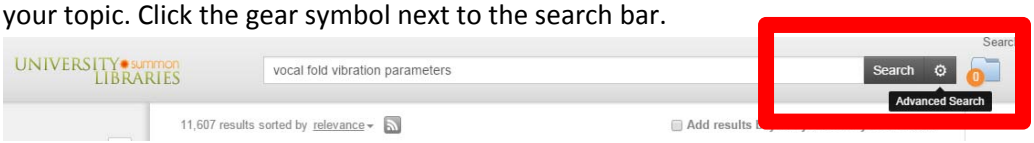
1. Go to bgsu.edu.
2. Under the "Students" tab click "Libraries"



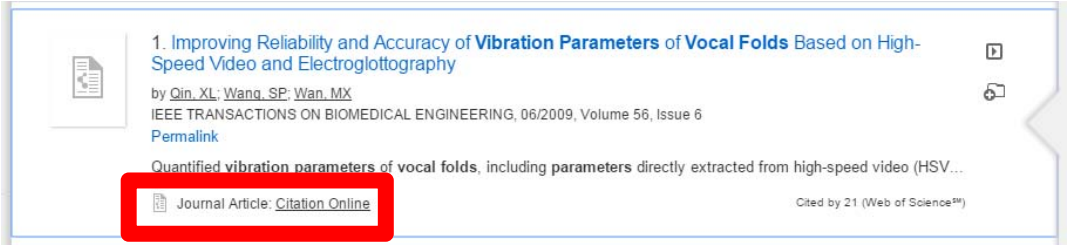
3. If you are off campus you will need to log in to search using Summon.



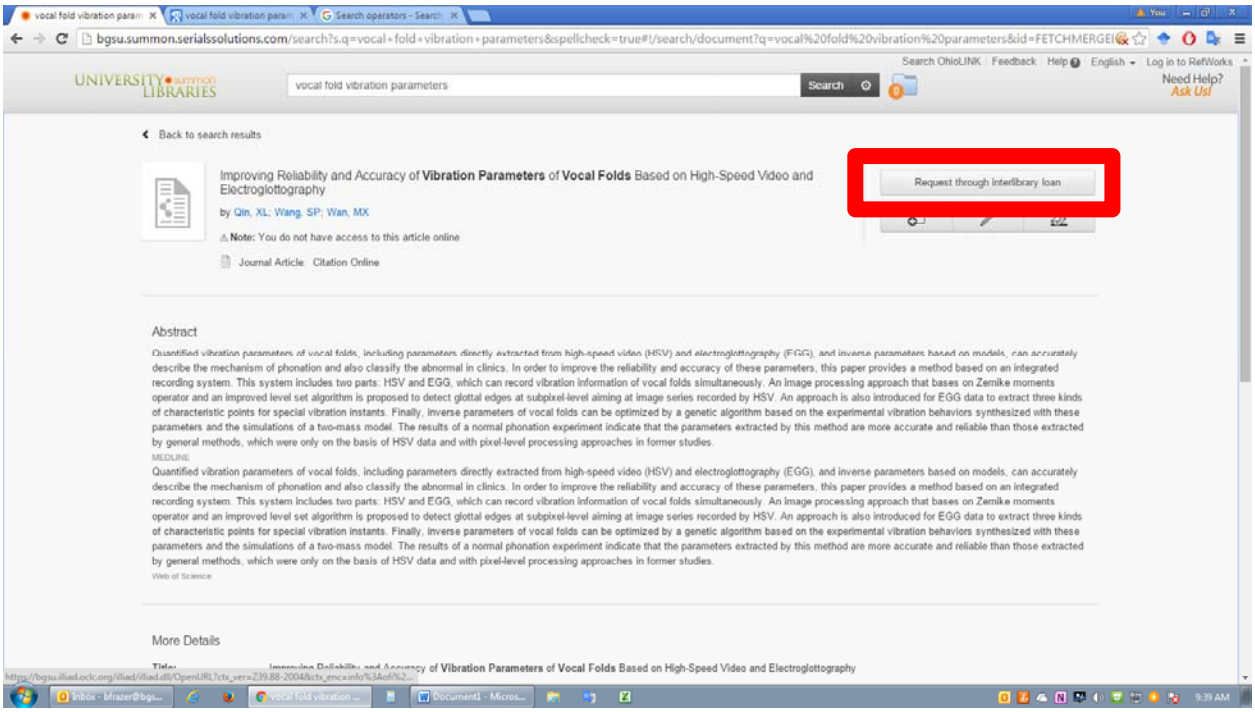
4. Type in your search term. Here are some hints on using search terms:
    - Put your search in “” to get only results with that exact series of words.
    - Use a capital AND between main search terms to ensure both search terms are used.
    - Use a capital OR between search terms to find articles that use one of several words.
    - In Summon you have the option to use an “Advanced Search” to better narrow down your topic. Click the gear symbol next to the search bar.



5. If an article only has a “Citation Online,” click on the name of the article.

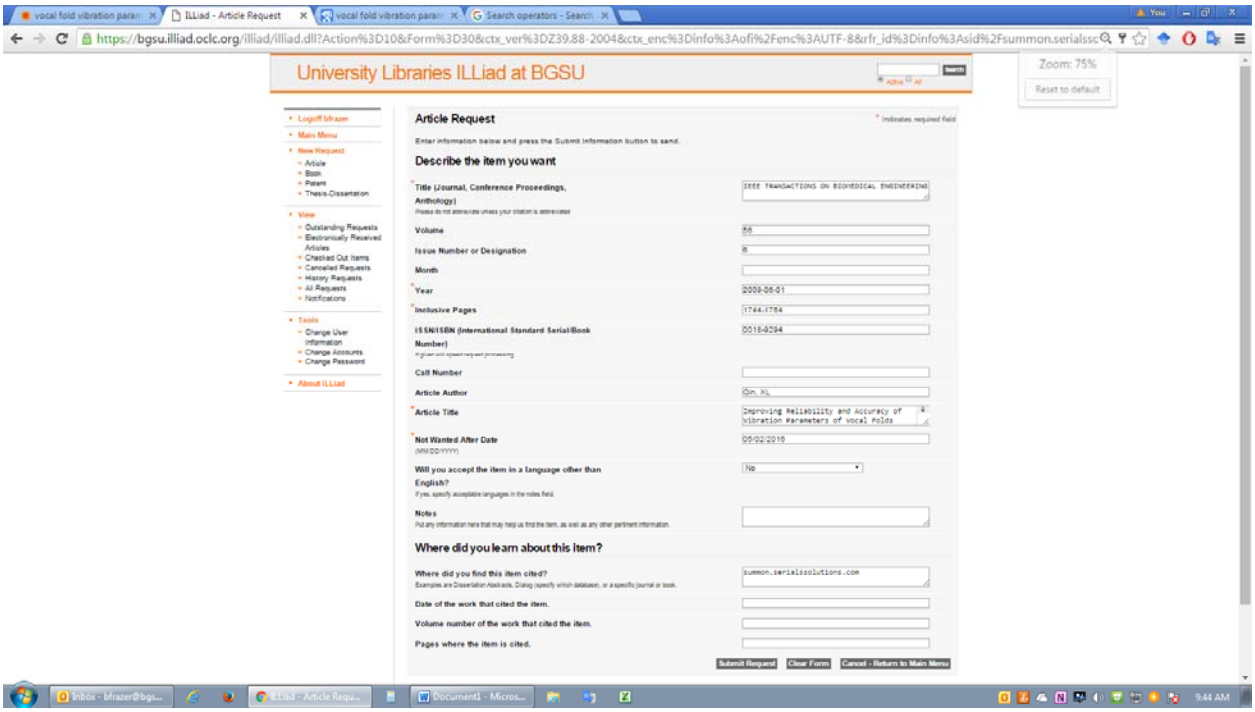


6. After you click on the name of the article, an article summary page comes up. At the top right hand corner of the page there is a button that says, “Request through interlibrary loan.” Click on this button.

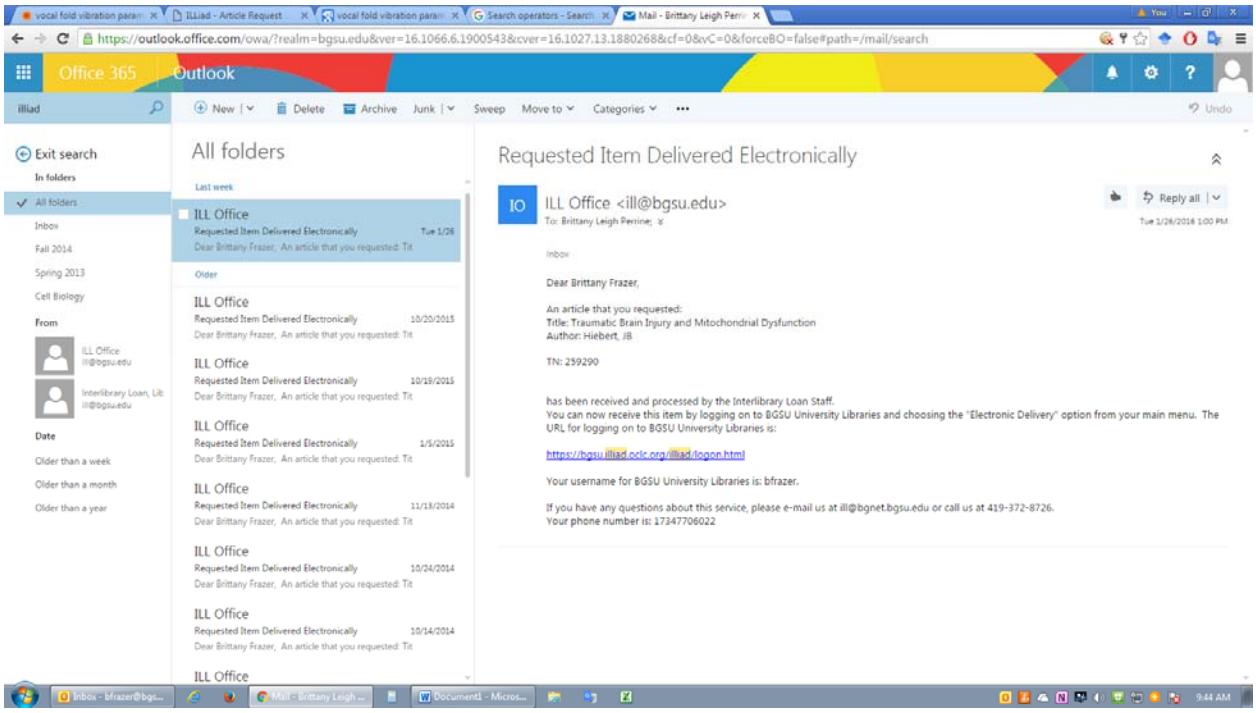


7. You will be brought to a page that asks for your ILLiad Logon. THIS IS NOT THE SAME AS YOUR BGSU LOGIN. If you have never used ILLiad before click “First Time Users.” You will be brought to a page that has a bunch of information about ILLiad. You should review this information and then click the “First Time Users Click Here” button. You will then be brought to a page to create a login for ILLiad.

8. After you login, you will be brought to a page that looks like the page below. It is called the "Article Request" page. All of the information about the article is filled in. Confirm that the information is correct. Then click the "Submit Request" button at the bottom of the page.



9. Articles generally take about a week to come in. When your article is ready you will get an email from the ILL Office that looks like the print screen below. Click on the link in the email. You will be asked to log in to the ILLiad system.



10. You will be brought to a page that has a list of the articles you received electronically. Click "View" to download your article. NOTE: ARTICLES ARE ONLY AVAILABLE FOR 14 DAYS SO BE SURE TO SAVE THE ARTICLE.