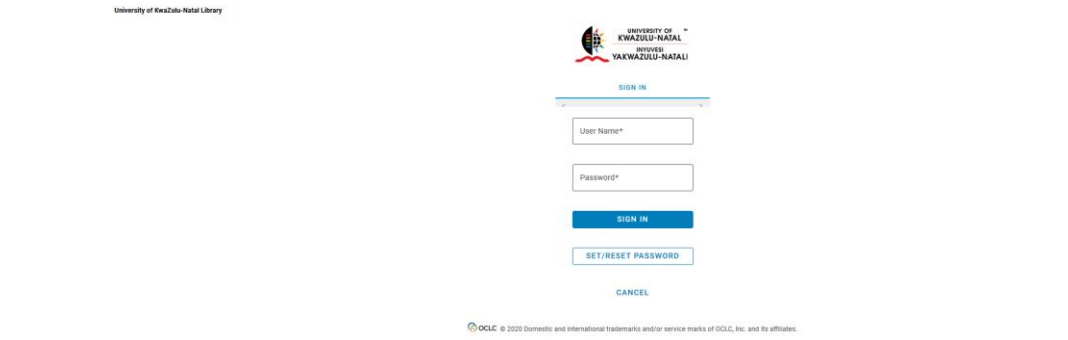
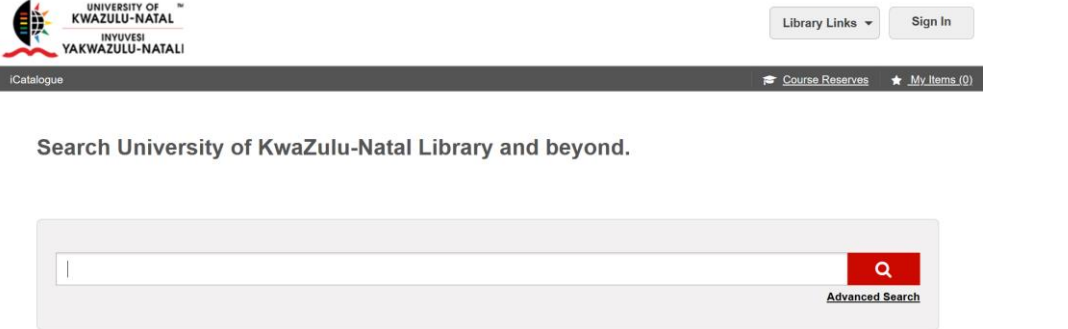
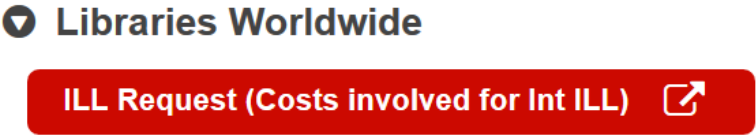


UKZN Interlibrary loans service

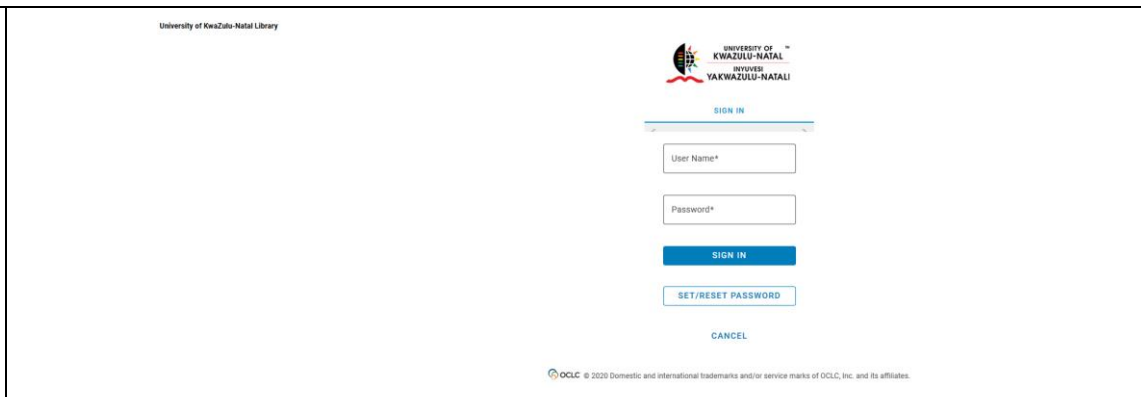
Steps to submit an online ILL request:

<p>Step 1</p> <p>Set up your online My Library account</p> <ul style="list-style-type: none">- Create a password to login- Click on the link "set/reset password"- In the user name field, Enter in your student or staff number- Click on "request new password" to create a password	
<p>Step 2</p> <p>Look up an item on iCatalogue</p> <ul style="list-style-type: none">- Book requests search for the Book title- Article requests search for the Journal article title.	
<p>Step 3</p> <p>Click on the title of the item to open up the next level of information</p> <ul style="list-style-type: none">- On the right, Scroll down the page.- Click on the button called "ILL request (costs involved for Int ILL)" <p>This button will only appear for items that are not available at UKZN Library.</p>	

Step 4

You will be prompted for your “[My Library account](#)” login credentials

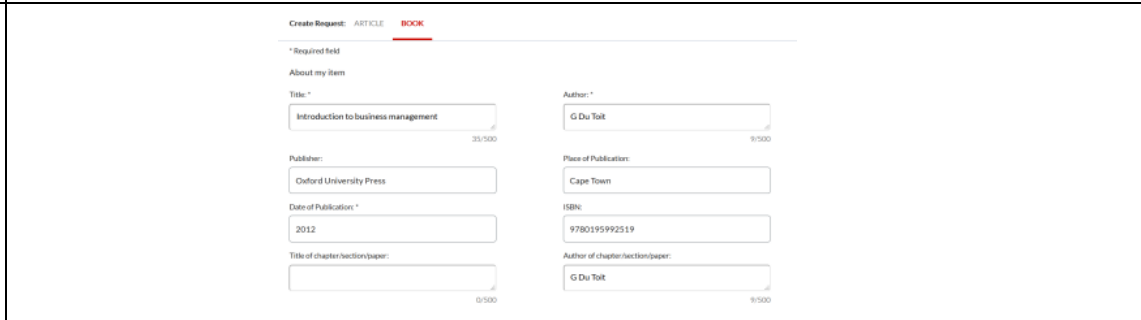
- Enter in a username. Enter in your student or staff number
- Enter in the password you created
- Click sign in



Step 5

An Interlibrary loan request form will display with the item details filled in.

- Verify the item details

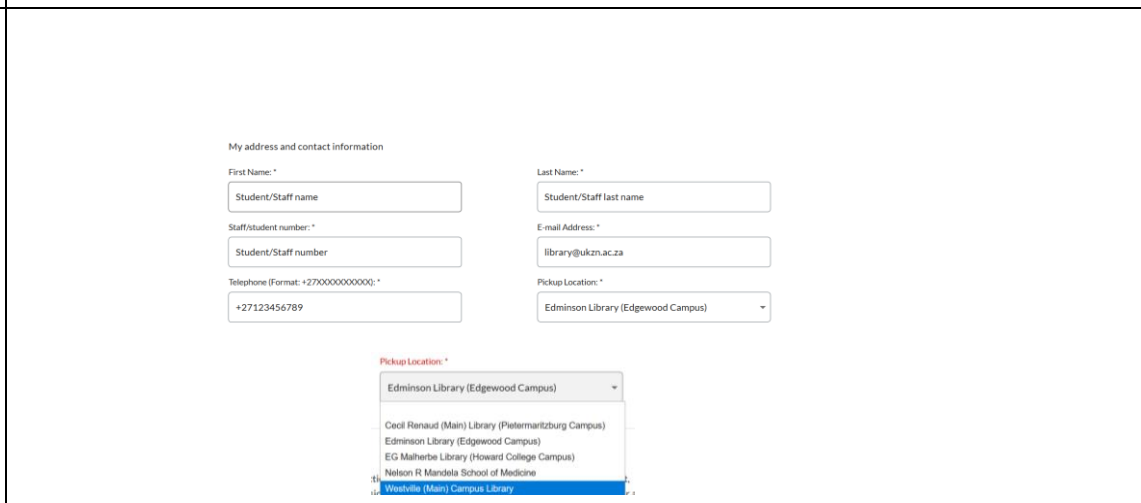


Step 6

Scroll down and verify your personal details

- Verify your email address
- Enter in your telephone number in the international format
- Select a pick up location to collect the ILL item

The Pick-up Location is the library from where you wish to fetch the book once it arrives



Step 7

Submit your Interlibrary loan request

- Click "Submit request" to submit your ILL request

A confirmation message will display with a Request ID

Copyright


The Copyright Act of 1978 governs the making of photocopies/reproductions of copyright material. Under the provisions of the Act, libraries are authorised to supply photocopies/reproductions. The provision is that the photocopy/reproduction is not to be used for any other purpose than private/study/personal use. If a user makes a request/photocopy/reproduction for purposes not permitted by the Act, they may be liable for copyright infringement.

By submitting this request you confirm that you have read and agree to the Copyright Compliance terms [Copyright Act of 1978].

[SUBMIT REQUEST](#) [CANCEL](#)

Create Request submitted. ×

CHECKED OUT (19) **REQUESTED** FEES (ZAR 823.50) SAVED SEARCHES (2) PROFILE

Title	Submitted Date	Status
<input type="checkbox"/> Select All CANCEL REQUESTS CREATE REQUEST		
<input type="checkbox"/>  Introduction to business management by G Du Toit Cape Town : Oxford University Press, 2012, 2012	07/29/2020 Request Details: 203780239	Unknown DUPLICATE REQUEST

You may follow up on your request at your [Circulation desk](#) using the Request ID.

You will receive an email notification once your book request arrives at your pick up library.
You will receive an email notification once your Article request is available in your "[My library account](#)" portal.

For further assistance and training, please contact your relevant [Subject Librarian](#).