

Welcome to Dudley Knox Library's Interlibrary Loan and Document Delivery Service



We are happy to announce that the Dudley Knox Library has a new Interlibrary Loan and Document Delivery Service

This new service partners with our highly anticipated one-button "**Get It!**" feature that lets users quickly link to the full-text of articles electronically, when available. When full-text is not available, the "**Get It!**" button provides a link to our **Interlibrary Loan and Document Delivery Service** and once you are logged in, fills out the request form for you!

Our new Interlibrary Loan and Document Delivery Service:

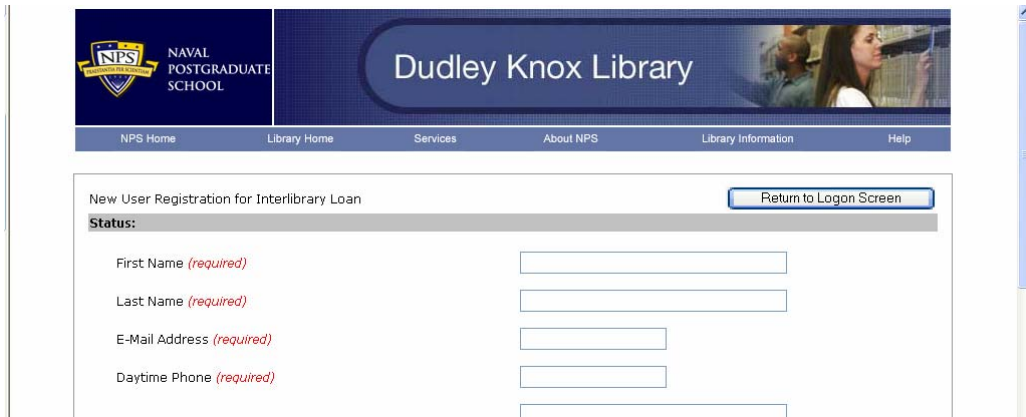
- ◆ Locates and provides materials not owned by Dudley Knox Library.
- ◆ Provides Library-owned materials to NPS Distance Learning students.
- ◆ Provides Web delivery for most article requests.
- ◆ Enables you to check the status of your requests, revise your requests, request renewal of Interlibrary Loan materials, update your personal Interlibrary Loan account information and more.
- ◆ Streamlines the request process by enabling secure access, which means that you will not have to supply personal information for future requests.

**Don't wait... register today! It only takes
a few minutes and is as simple as 1-2-3!**

1. From our homepage <http://www.nps.edu/Library/> locate the 'QUICK LINKS' box (left side of the screen) and click on '**Request Article or Book**'.
2. Click the '**First Time Users Click Here**' button located at the center of the next screen.

The screenshot shows the Dudley Knox Library website. At the top left is the NPS logo and the text "NAVAL POSTGRADUATE SCHOOL". The main header says "Dudley Knox Library". Below the header is a navigation bar with links: "NPS Home", "Library Home", "Services", "About NPS", "Library Information", and "Help". The main content area has a heading "Welcome to Dudley Knox Library Interlibrary Loan and Document Delivery" and a sub-heading "If you already have an Interlibrary Loan (ILL) account, logon here to request materials and check the status of your requests:". There are two input fields: "Enter your Library Username:" and "Enter your Library Password:". Below these is a "Logon" button. At the bottom, there is a link "First Time Users Click Here" with a yellow arrow pointing to it. A small icon of a person is next to the text "First Time Users Click to Register".

3. Complete the simple registration form.

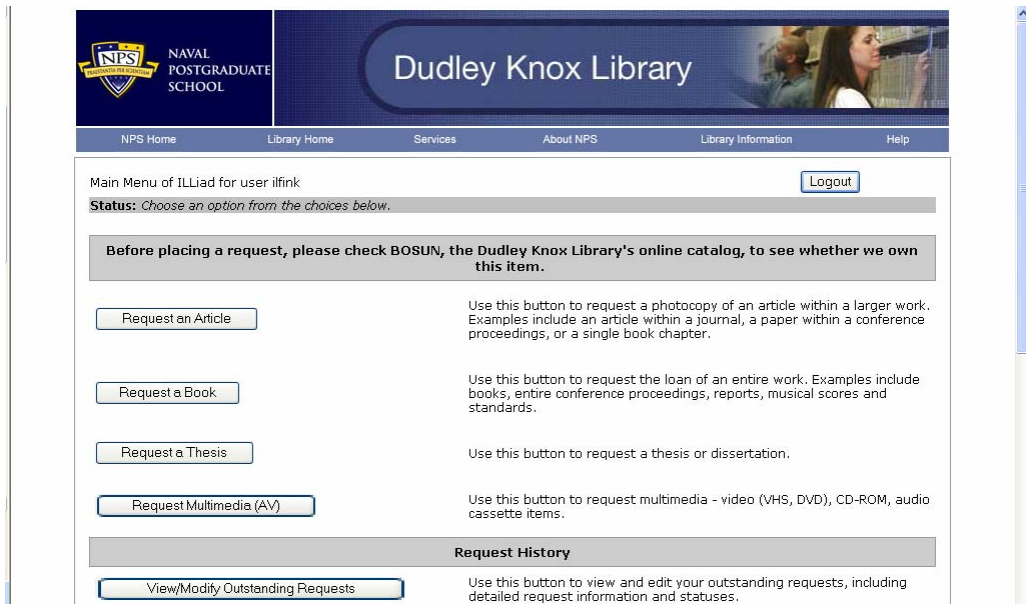


The screenshot shows the Dudley Knox Library website header with the NPS logo and navigation links. Below the header is a form titled "New User Registration for Interlibrary Loan" with a "Return to Logon Screen" button. The form includes fields for First Name, Last Name, E-Mail Address, and Daytime Phone, each with a "(required)" label.

Once your registration has been processed you will receive a confirmation email and will be able to logon to our Interlibrary Loan and Document Delivery Service – you will never have to register again.

Logging on to this new service will open the Main Menu page. Clicking on one of the “Request” buttons will open the appropriate form to allow you to:

- Request an Article
- Request a Book
- Request a Thesis
- Request Multimedia (AV) items



The screenshot shows the Dudley Knox Library website header. Below the header is a form titled "Main Menu of ILLiad for user ifink" with a "Logout" button. The form includes a status message: "Choose an option from the choices below." Below this is a section titled "Before placing a request, please check BOSUN, the Dudley Knox Library's online catalog, to see whether we own this item." This section contains four buttons: "Request an Article", "Request a Book", "Request a Thesis", and "Request Multimedia (AV)". Each button has a corresponding description of its use. Below this is a section titled "Request History" with a button labeled "View/Modify Outstanding Requests" and a description: "Use this button to view and edit your outstanding requests, including detailed request information and statuses."

The buttons beneath ‘Request History’ will enable you to:

- View/Modify Outstanding (pending) Requests
- View/Download Articles that have been delivered to you via the Web
- View and Request Renewals for Interlibrary Loan items that are checked out to you
- View your Request History
- View and Resubmit Cancelled Requests

We look forward to assisting you with your Interlibrary Loan and Document Delivery needs. If you have questions or need assistance with registration and/or use of our new Interlibrary Loan and Document Delivery Service, please stop by the Circulation Desk or email us at ill@nps.edu