

## How to Make an Interlibrary Loan Request from the MnPALS Catalog

1. **Access the Gustavus MnPALS Catalog:** Click on the “Books and More” link on the library’s home page.



Figure 1

2. Click on the “MnPALS basic search” link on the “Books & More” page.

## Books & More

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• [MnPALS basic search](#)

The library's catalog. Search other MnPALS libraries

Figure 2

When you enter the Gustavus MnPALS Catalog, you’ll see the message “You are searching: All GAC Libraries” in the upper left corner of the screen.



Figure 3

3. **Set your search to all MnPALS libraries:** Go to the “Libraries and Collections” drop-down in the top left corner of the screen and select “All MnPALS Libraries.”



Figure 4

Now that you’ve selected all MnPALS libraries, the message “You are searching: MnPALS Union Catalog” will appear in the upper left corner of the screen.

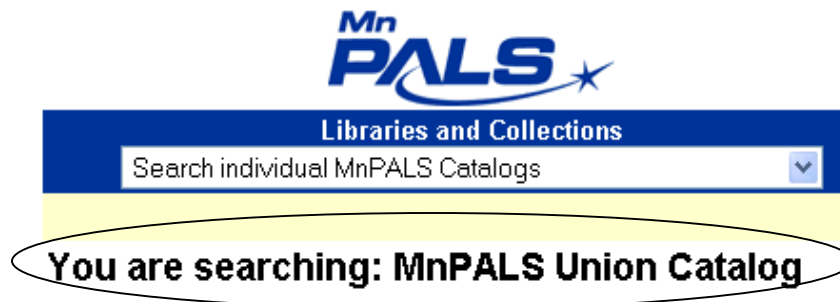


Figure 5

4. **Perform a search:** Enter your search term(s) and click on “Go.” Search types include anywhere in the record, title keyword, author keyword, subject keyword, and others.

**You are searching: MnPALS Union Catalog**

Select search type:  Search for:

Figure 6

5. **Select a record to view:** If you’re interested in one of the items on the “Results” list, click on the title of the work to display the full view of the record

Results for Words= ( distance learning ); Not sorted.  
Records 1 - 20 of 1156

#	Author	Title	Year	Library (Owned/Out)	Location
1	Huston, Carol Jorgensen.	Professional issues in nursing : challenges & opportunities / <Print Book>	2006.	Crown College Library( 1/ 0)	Crown College Library General Collection Call #: RT82 .H87 2006

Figure 7

Now the full view of the record will be displayed. Make sure Gustavus is **not** listed in the “Location” field as a library that owns this item.

Record 1 out of 1156

Location	Crown College Library
Availability	All items
Author	•Huston, Carol Jorgensen.
Title	•Professional issues in nursing : challenges & opportunities / Carol J. Huston.

Figure 8

6. **Initiate your ILL request:** If Gustavus is not listed a one of the owning libraries, begin your Interlibrary Loan request by clicking on “ILL request” in the gold bar towards the top of the screen.

## MnPALS Union Catalog



Figure 9

7. **Log on:** Identify yourself as follows. You’ll only have to identify yourself once during this MnPALS session.
- 1) User ID/Barcode: enter the 14-digit barcode (20110....) from your Gustavus ID.
  - 2) Verification: enter your last name (lower case). (In some cases, you may need to enter only the first 8 letters of your last name.)
  - 3) Library Branch: select “Gustavus Adolphus College Library.”
  - 4) Click on “Log On”.

### Please identify yourself:

User ID/ Barcode:	<input type="text" value="20110000000000"/>
Verification:	<input type="text" value="*****"/>
Library Branch:	<input type="text" value="Gustavus Adolphus College Library"/> ▼
<input type="button" value="Log On"/> <input type="button" value="Guest"/>	

Figure 10

8. **Click on “ILL request”:** Once you log on, the system will return you to the full view for the item you wish to request. Click on “ILL request” again.

## MnPALS Union Catalog

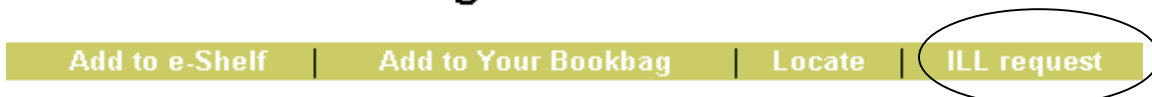


Figure 11

The “ILL Request” form now displays, and the bibliographic information (title, author, etc.) on the item you’ve requested is automatically filled in.

## 9. Complete the “ILL Request” form.

### A. Books, videos, DVDs and other non-journal materials. Enter the following:

- 1) Volume: To request a specific volume, enter it here.
- 2) Author of part: To request a particular chapter of a book, enter the chapter author name here.
- 3) Title of part: To request a particular chapter of a book, enter the chapter title here.
- 4) Pages to photocopy: To request a copy of specific pages of a book, enter the page numbers here.
- 5) Free text note: Enter any special information for the ILL staff here.
- 6) Pickup/delivery location: Leave as “GAC Main Library.”
- 7) Until what date are you interested in the material? Click on the calendar icon and select a date. You may have to select a later date if the first date you enter is rejected as too soon.
- 8) Preferred Media: leave as “Printed (loan).”
- 9) “I have read the above statement and agree to abide by its restrictions”: Check the box to indicate that you agree to the Copyright statement.
- 10) Click on “Go.”

The screenshot shows a web browser window with the URL <http://ill.mnpals.net>. The page title is "Gustavus Adolphus College ILL Unit - Outgoing ILL Request - Mozilla Firefox". The main content is the "ILL Request" form, which is pre-filled with the following information:

Bibliography information.	
ID/Barcode:	GAC000001009
Title	Professional issues in nursing : challenges & opportunities /
Author	Huston, Carol Jorgensen.
ISBN	0781748755 (alk. pap)
OCLC	ocm60543290
Publisher	Lippincott Williams & Wilkins,
Year	c2006.
Volume	<input type="text"/>

Below the bibliographic information, there is a section for "If you provide information about article, the loaning agency will be able to provide a photocopy." with fields for "Author of part" (Last name, first name), "Title of part", and "Pages to photocopy".

There is a large text area for "Free text note" with the instruction "(only text typed within the borders will be retained)".

The "Delivery Information" section includes:

- Pickup/delivery location: GAC Main Library (dropdown menu)
- Until what date are you interested in the material?: \*  (calendar icon)
- Preferred Media: Printed (loan) (dropdown menu)

At the bottom, there is a "Notice: Warning Concerning Copyright Restrictions" and a checkbox for "I have read the above statement and agree to abide by its restrictions." which is currently unchecked.

Figure 12

**B. Journal articles.** Enter the following information, if known.

- 1) Journal year
- 2) Month
- 3) Day
- 4) Journal volume
- 5) Journal issue
- 6) Author of article
- 7) Title of article
- 8) Pages to photocopy
- 9) Free text note: Enter any special information for the ILL staff here.
- 10) Pickup/delivery location: Leave as “GAC Main Library.”
- 11) Until what date are you interested in the material? Click on the calendar icon and select a date. You may have to select a later date if the first date you enter is rejected as too soon.
- 12) Preferred Media: select “Copy (electronic).”
- 13) “I have read the above statement and agree to abide by its restrictions”: Check the box to indicate that you agree to the Copyright statement.
- 14) Click on “Go.”

http://ill.mnpals.net - Gustavus Adolphus College ILL Unit - Outgoing ILL Request - Mozilla Firefox

INTERLIBRARY LOAN  
Unit: Gustavus Adolphus College ILL Unit

ILL Request

Fill in as much information as possible. (\*Mandatory fields)

ID/Barcode: GAC000001009

Title: Journal of African history.

Author:

ISSN: 0021-8537

OCLC: 0382435

Publisher: Cambridge University Press.

Journal year: \* 1999 Month: Day:

Journal volume: 31

Journal issue: 1

If you provide information about article, the loaning agency will be able to provide a photocopy.

Author of article: Porter, Andrew (Last name, first name)

Title of article: The South African War (1899-1902): Context e

Pages to photocopy: 43-57

Free text note

(only text typed within the borders will be retained)

Delivery Information

Pickup/delivery location: GAC Main Library

Until what date are you interested in the material?: \* 04/08/2006

Preferred Media: Photocopy (copy)  
Machine readable (copy)  
Machine readable (loan)  
Copy (electronic)

Warning Concerning Copyright Restrictions  
I have read the above statement and agree to abide by its restrictions.  
I acknowledge the following statement before submitting your request.)

Done

Figure 13

The “ILL Request Confirmation” screen will appear.

10. **Finalize your ILL request.** Click on “OK” to finalize your request.

Gustavus Adolphus College ILL Unit - ILL Request Confirmation

ILL Request Information	
Format	MN Monograph
Title	Professional issues in nursing : challenges and opportunibes /
Author of Part	Horton, Lee Ann.
Author of Part	Zacur, Susan Rawson.
Author of Part	Levine, Marvin J.,1930-
LC Number	80113444
NBN	ocm06319073
NBN	6319073
ISBN	0913878197 (pbk.)
Imprint	Glen Ridge, N.J. : : T. Horton, c1980..
Pickup Location	GAC
Update Date	20060302
Request Status	NEW
Requested Media	L-PRINTED
Level of Service	<
Req. Send Method	S
Need Before Date	20060410
Requester Library	GACI
Requester Email	ahulsebe@gac.edu

Figure 14

11. **Retrieve your ILL request.**

- A. **Loans (books, videos, etc.) and photocopies (articles).** When a loan or photocopy arrives, you will be notified by e-mail. You may pick up items at the Circulation Desk.
- B. **Electronic delivery of articles.** Most articles will be delivered electronically. You will receive an e-mail message containing a URL at which you can retrieve them online.

**Questions?** Contact Kathie Martin at [kmartin@gustavus.edu](mailto:kmartin@gustavus.edu)