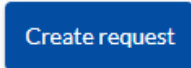


## Creating an ILL request using a blank form

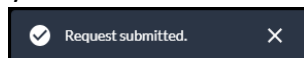
1. Visit the library's page (<https://gustavus.edu/library/>).
2. Open the **Page menu icon** and then click the **My Library Account** link.
3. **Select a service** based on your account type, then log in.
  - **Current Gustavus account holders** = students, faculty, and staff with Gustavus-issued credentials
  - **All other account holders** = community members and all other account holders
4. Click on the **Requests tab**.
5. Click on the **Create Request** button.



6. Choose which type of request form you need then fill out the fields as completely as possible. Fields with an asterisk (\*) are required. When complete, click on the **Submit Request** button at the bottom of the form.

Create request: **Article** Book/Media Other

7. A **Request submitted** message will appear at the bottom of the screen to indicate your successful submission.



8. Track the progress of your request in the **Requests** tab of your Account.

Questions? Contact Sonja Timmerman at [stimmer2@gustavus.edu](mailto:stimmer2@gustavus.edu) or 507.933.7564