

Interlibrary Loan at the Levin Library

[What is Interlibrary Loan?](#)

[How do I request an Interlibrary Loan?](#)

[How do I create an Interlibrary Loan Account?](#)

[How long will it take to get my Interlibrary Loan?](#)

[Where do I pick up my Interlibrary Loan?](#)

[I cannot get to the library. Can my Interlibrary Loan be mailed to me?](#)

[How do I view my Interlibrary Loan requests?](#)

[How can I change my password?](#)

[What do I do if I forget my password?](#)

[Need more help?](#)

What is Interlibrary Loan?

Interlibrary Loan is a free service from the Levin Library that delivers articles and books to you from libraries around the world.

If the Levin Library doesn't have the article or book you need, we can get it for you through Interlibrary Loan, often within 48 hours.

Interlibrary loan is available to all Curry students, faculty and staff.

How do I request an Interlibrary Loan?

You can request an Interlibrary Loan from [Interlibrary Loan](#) on the [Levin Library's website](#). Click on your [Interlibrary Loan Account](#).

You can also request an Interlibrary Loan from [SuperSearch](#) or [article databases](#) by clicking the "Find this article" button next to an article and then choosing "Interlibrary Loan Account."

You will need to [create an Interlibrary Loan account](#) the first time you request an Interlibrary Loan. Setting up an account is fast and easy, and you only need to do it once.

How do I create an Interlibrary Loan Account?

- 1) Go to the Interlibrary Loan Account [login screen](#). Then click on “Create a new account.”
- 2) You will be prompted to enter a User Name. Enter your MyCurry Portal username and click “Check for existing account.”

If you already have an account, you will get the following message: “There is already a record for this ID...Would you like a new password sent to your email address?”

If you get this message in error, please call us at 617-333-2177 or email interlib@curry.edu.

- 3) Fill out your information:

Last Name	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Email Address	<input type="text"/>
Status	Choose one <input type="button" value="v"/>
Major/Department	Choose one <input type="button" value="v"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Phone Number	<input type="text"/>
<input type="button" value="Create New Account"/>	

****If you do not know your major or department, please select “Unknown.”****

Don’t forget to select a password. It should be the same as your MyCurry Portal password.

Password	<input type="text"/>
Confirm Password	<input type="text"/>

Once you have entered all your information, click on “Create New Account.”

How long will it take to get my Interlibrary Loan?

Articles are delivered to your Curry email often within 48 hours.

Books can be picked up at the Library Circulation Desk in under two weeks.

Where do I pick up my Interlibrary Loans?

Article requests will be emailed as a PDF file to your Curry email address.

If an article is only available in print, you will be notified that it is available for pick up at the Levin Library circulation desk.

Books can be picked up at the Levin Library circulation desk. If you are a Plymouth student, books will be mailed via U.S. Mail to your home address.

I cannot get to the library. Can my Interlibrary Loan be mailed to me?

Yes. If you have a status of "Plymouth" in your account settings, your books will be mailed to your home address via U.S. mail. U.S. Mail generally takes 2-3 business days to arrive.

If you cannot get to the library due to a disability or other difficulty, please indicate your need in the "Notes" field when submitting requests and we will mail your books to you via U.S. Mail.

How do I view my Interlibrary Loan requests?

Login in your [Interlibrary Loan Account](#).

Click on "View your requests."

Use the drop-down box to view:

Just-Placed Requests – items that have not yet been processed by Interlibrary Loan staff

Your Active Requests – items that are still pending, or cancelled/unfilled items

Your Recent History – all items sent or received within the last 120 days

Items Recently Received – items received within the last 14 days

Items on Loan to You – Interlibrary Loan items that are currently checked out to you

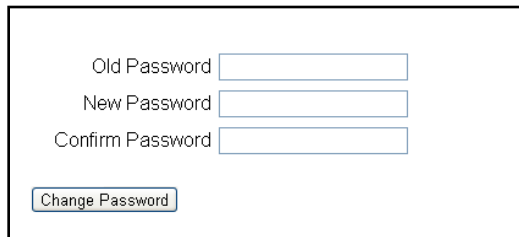
Complete History – all Interlibrary Loans you have sent and received

How can I change my password?

Login in your [Interlibrary Loan Account](#).

Click on “Edit Personal Info” on left hand side.

Click on “Change password:”

A screenshot of a web form for changing a password. The form is enclosed in a black rectangular border. It contains three text input fields stacked vertically, each with a label to its left: "Old Password", "New Password", and "Confirm Password". Below these fields is a button labeled "Change Password".

Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
<input type="button" value="Change Password"/>	

Your password will be reset immediately.

What do I do if I forget my password?

Contact the library and we can reset your password for you. Call us at 617-333-2177 or email us at interlib@curry.edu.

Need more help?

You can call us at 617-333-2177 for assistance, or email us at interlib@curry.edu.