How do I . . . Request an Item the Library does not own (Inter-Library Loan)?

From the Library's home page, on the left hand side of the page under Quick Links click on Interlibrary Loan Request.

This will take you to the login page for ILLiad, the Library’s interlibrary loan management software. Login to your account with the same login you use for all your UTPA accounts (ASSIST, Blackboard, etc.).
After you login, there are several things that you can do. Under **New Request**, you can request an **Article**, **Book**, a specific **Book Chapter**, **Conference Paper**, **Patents**, **Reports**, a **Thesis** and other materials.

As an example, let’s fill out the request form for an Article.
The fields that have a red asterisk next to them are required fields, such as Title (of the Journal), Year, Inclusive Pages, Article Title and the Not Wanted After Date. The more information you can offer, the quicker your request will be filled.

After you are done filling out the information, click on the Submit Request button at the bottom of the form.

If you are in a database and find an Article you want to use but the Library does not own it:

Here’s an example from the Library’s database Historical Abstracts with Full Text. Number 12 below indicates that the materials may be available through Article Linker or as an Interlibrary Loan through ILLiad.
If you click on the Article Linker for the article, it will let you know if the Library has the item or you need to go through Interlibrary Loan.

You searched for:

Title: Chinese Socialism and Local Nationalism in the Discourse of Development.
Author: GUO XIAOLIN
Journal: Inner Asia (White Horse Press)
ISSN: 1464-3172
Date: 04/01/2006
Volume: 10
Issue: 1
Page: 131

Sorry, no holdings were found for this journal.

Please click on "InterLibrary Loan Request Form" link below if you would like to request a copy of this article.
It is important to plan ahead when requesting material from Interlibrary Loan. The normal turn around time for filling a request is 2 weeks.

Request this article via InterLibrary Loan Request Form

Questions?
Contact Reference at 956-882-8252 or by email

You can use either the Article Linker or the ILLiad link at the bottom of the article in the database to access the Interlibrary Loan Request Forms. Both links access ILLiad and will populate the interlibrary loan request form with the information you need.
Since no holdings for this journal were found, the article can be requested through the link at the bottom of the Article Linker screen. It will prompt you to login to ILLiad. The Article Request form in ILLiad will automatically populate with all the information you need, pulling it from the database.

After you have checked the information, click on the **Submit Request** button at the bottom of the form.

If you need additional help using the Library’s Interlibrary Loan request form, please contact the Reference desk at (956) 665-2752, chat, email, etc. or the Interlibrary Loan Department at (956) 665-2342.