What is RAPID ILL?

You can use RAPID ILL (Interlibrary Loan) to request articles from journals not owned by Grace Library. Articles will be ready for you in about three days and can be emailed or picked up at the library.

When should you use RAPID ILL?

- You searched the Journal Title List and the library does not own the journal you need. (The Journal Title List is a list of all the journals the library owns. You can find the link for it on the library’s webpage www.carlow.edu/library under Find Journal Titles.)
- Grace Library owns the journal that you need but the issue you need is missing.

How to use RAPID ILL

1. Click on the RAPID ILL link on the library’s homepage www.carlow.edu/library

2. Log in using your library barcode number (the 9 digit number on the back of your Carlow ID Card) and your last name and click the Login button.

3. If it’s the first time you have logged into RAPID ILL, you will be asked to enter in your contact information. If you have logged in before then you’ll be asked to verify your information. Click Continue.

Please note: RAPID ILL articles and notices will only be sent to Carlow email addresses.

4. You will be asked what type of material you wish to borrow. Select Journal Article and click Continue.

5. Complete the information about the article (such as Journal Title, Author, etc.) and click Continue.
6. You will then see the copyright notification, click *Continue*. Your article has now been requested!

7. You can now either request another article or leave RAPID ILL.

8. Depending on the delivery method you requested, the article will be mailed to your Carlow email account or a notice will be emailed indicating your article is available for pick up at the library.

**Frequently Asked Questions about RAPID ILL**

*What can I borrow using RAPID ILL?*
RAPID ILL is for magazine and journal articles.

*When will the article that I ordered be available?*
It will be ready for you in approximately 3 business days after ordering.

*Do I have to pay for the articles?*
No, RAPID ILL is free to all members of the Carlow Community.

*How many articles can I request?*
Carlow faculty, staff, and students can request a maximum of 30 journal articles per week via RapidILL/Interlibrary Loan.

*Can I get any article I need through RAPID ILL, even articles that are really old?*
RAPID ILL can supply 95% of the articles that are requested. If RAPID ILL cannot supply your article, the library staff will attempt to obtain it for you through traditional interlibrary loan. Traditional interlibrary loan can take as long as two weeks to arrive and there may be a cost involved (the library will contact you if there is a cost).

*Do I have to return the articles?*
No, once you receive the article it's yours to keep.

*I need a book. How do I borrow books not owned by Grace Library?*
If you need a book that the library does not have, use E-Z Borrow to request it from another library. You can find E-Z Borrow on the library’s web site [www.carlow.edu/library](http://www.carlow.edu/library)

Questions? Contact Grace Library
412-578-6139
gracelibrary@carlow.edu
www.carlow.edu/library
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