

Interlibrary Loan Guide

Interlibrary Loan (ILL) is a free service available to students. It allows students, faculty, and staff to borrow materials the CSS library does not own or have access to from another library.

For the best possible service, please plan ahead. Delivery of requests takes time. Please submit requests for books approximately **10 business days** and articles approximately **5 business days** before you need them. Books and videos will come to the Library, and you will get an email from the Library notifying you when they have arrived. Articles will be sent electronically to your CSS email.

To request Books & Videos or Articles through Interlibrary Loan:

Go to the Library Homepage css.edu/Library


Select the *Interlibrary loan* link in the *Popular Links* column to the left.

Library of The College of St. Scholastica: Home


Welcome to the CSS Library. Please contact us if you need assistance.

- [Home](#)
- [Getting Started](#)
- [Encyclopedias](#)
- [Books](#)
- [Articles](#)
- [Citation Help](#)
- [Archives](#)

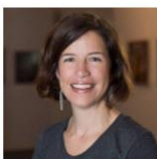
Popular Links




Old Sol might be down to his last 4 billion years but SOLAR will just keep serving your needs. It's like Google, only better.

- [SOLAR](#)
- [ScholastiCAT](#)
- [Databases, A to Z](#)
- [Academic Search Premier](#)
- [LibGuides](#)
- [Interlibrary Loan](#) 
- [Reserves](#)
- [Distance Students](#)
- [Tutorials for Library Resources](#)
- [Duluth News-Tribune](#)
- [Faculty Resources](#)
- [Friends of the Library](#)
- [Popular Reading](#)

Ms. Dugan reads what?



Our *Faculty Read What?* series returns for December. This month we feature Ms. Anne Dugan, an art historian and adjunct instructor in our Art Department where she teaches modern art history. Ms. Dugan is a former director of the Duluth Art Institute, and the coordinator for the annual Free Range Film Festival near Wrenshall. (Yes, the one with screenings in the barn!)



Leap by Terry Tempest Williams
Williams goes on a 7-year spiritual spin out after seeing Hieronymus Bosch's painting "The Garden of Earthly Delights". She treats the painting as an unraveling tapestry – pulling on threads of science, psychology, and cosmic truth. My mother-in-law gave me this book when I got done with graduate school and it was so refreshing to read such a

Contact Us

The College of St. Scholastica Library
1200 Kenwood Avenue
Duluth, MN 55811

- Phone: 218.723-6140
- Fax: 218.723.5948
- Text: 218.422.6942
- Email
- AskUs@CSS
- [Library Directory](#)
- [Like us on Facebook](#)
- [Follow us on Twitter](#)
- [About us](#)

Library hours

Regular hours

Exams & Holidays

Fall & Spring semesters

On the LibGuide, click on either the *ARTICLE REQUEST FORM* or the *BOOK REQUEST FORM* link.

Look at the other tabs for more help especially *Distance Students – Document Delivery* if you are distance student as we will mail the book or video to you for free. All you have to do is submit an online form and then get the book or video back to us.

Note: If you do not have an ID card and need to look up your barcode number, click on that tab. If you wish to renew your ILL book or video, click on the *Renew an ILL* tab.

InterLibrary Loan at The College of St. Scholastica Library: Interlibrary Loan Requests

Enter Search Words Search

Use this guide to assist you in requesting materials from other libraries.

Interlibrary Loan Requests | Distance Students - Rover | Renew an ILL | FAQs | Look Up Your Barcode Number | A to Z List | AskUs@CSS

Request an Article

If the full-text of an article is unavailable in our databases, you may request a copy be sent to your CSS email. Please fill out the [ARTICLE REQUEST FORM](#).

Allow a minimum of 48 hours for delivery.

InterLibrary Loan @ The CSS Library

The College of St. Scholastica Library offers you access to almost 55,000 print and electronic journals, magazines, and newspapers. Our library shelves hold over 100,000 print volumes, with even more titles available electronically through our library catalog, [ScholastiCAT](#). Items that are not owned by the CSS library can be requested through Interlibrary Loan (ILL).

We have borrowing agreements through our MnPALS consortium that allow us to borrow from libraries in Minnesota, Wisconsin, North Dakota, and South Dakota. [Click here for a tutorial on how to submit an Interlibrary Loan request.](#)

If you experience any difficulties or have questions, please email ill@css.edu.

Request a Book

If a book or video is unavailable in [ScholastiCAT](#), you may request a copy be sent to the CSS Library. Please fill out the [BOOK REQUEST FORM](#).

Allow 7 working days for delivery. A notice of arrival will be sent to your CSS email.

Don't know your Library barcode number?

[Look Up Your CSS Library Barcode](#) - use this link to look up your library barcode if you do not have a CSS ID or if you have lost it. *Note: your CSS Library barcode number is not your B or V number. It starts with 20116...

Interlibrary Loan Office Hours

Fall & Spring Semester Hours

Enter your Library barcode number located on the back of your College ID. It begins with 20116...

Then enter your password, which is usually your last name and click *Log On*.

Please identify yourself:

User ID/Barcode:	<input type="text"/>	(14 digit number from Student/Library ID card)
Password:	<input type="text"/>	(Usually Last Name)
<input type="button" value="Log On"/>		<input type="button" value="Cancel"/>

*If you have questions about your barcode or password, please call the Library at 723-6140 or toll free (1-800-447-5444) and then ask to be transferred to the Library.

For a **book or video**, click on *Book*. Then, fill out the form with as much information as you have. Include enough information to find the book such as the title, author, copyright date, etc.). Click “Go”. **Remember: books and videos have variable due dates set by lending library. Be sure to plan accordingly.**

The Interlibrary Loan request will automatically be sent to your *CSS email*, unless you have chosen “No” for the electronic copy. If you choose “No” a paper copy will be sent to the Library for you to pick up.

Notes:

Articles sent electronically to your email are only available for **7 days** or **5 viewings**. Watch your email for a message from MEDD or MINITEX.

If you are a distance student, please put **Distance Student** in the “Notes” box of **all** interlibrary loan requests. This will ensure timely arrival of your requests.

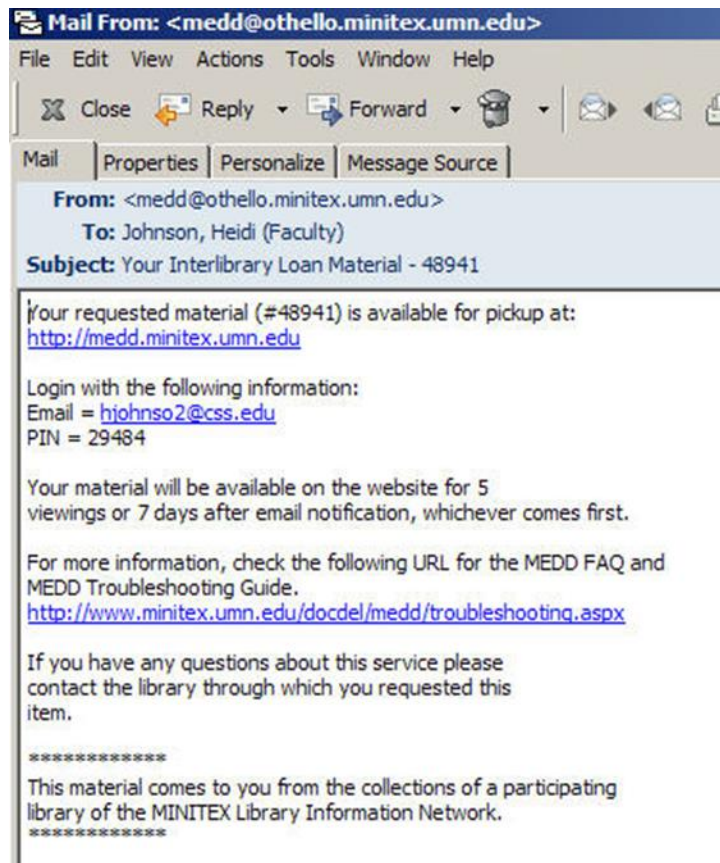
The electronic delivery option is available for **articles only**.

Not all articles are able to be sent via email.

For answers to common questions, contact the library at library@css.edu (218)723-6140.

Watch for an email from MEDD. It will include a link, a pin number, and instructions that you will need to access your articles from a remote server. Articles are sent in .PDF format. You will need Adobe Acrobat Reader to access them. Example of an email from MEDD – click on link and follow the directions.

Do not use Internet Explorer when opening your ILL documents.



Enter your CSS email address and the PIN given to you in your email message.

Click on *View* – remember that you can only view your article 5 times and it will only be in your email for 7 days

MEDD: Get Your Documents

Viewing Your Document

- Click on the hyperlink in the document column to view the file in Acrobat. You have the option of viewing, printing, or saving the document to disk or your computer.
- You may delete the document from our server when you no longer need to view it.
- First time MEDD user or having a problem?
 - [Get more information about retrieving your document](#)
 - [Troubleshooting information for Mac users](#)

Document	Number of Views	Size	Pages	Date Posted	
View - MNS 48941	1	1053 K	10	2/27/2009 3:19:37 PM	Delete