How to: Use ILL

Found something that looks good?

If there's no location in McGill and not any “Access Online” Links, click the button that says “I need this! (ILL)” under availability.

You'll be taken to a screen that looks like this. If you don't think you've ever used ILL, select “First Time Users”. If you used it a long time ago, try “Forgot Password”
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Since using ILL is tied to being a member of the Westminster community, sign up with your Westminster email. (The password is separate, it can be different from your current WC password and it will not change when you change your WC password.

Alright, now we’re ready to sign in!

When you log in, your screen will look like this.
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Let's click that “I Need This! (ILL)” Button again

You’ll be taken to the ILL Article Request page. Most of the fields will be automatically filled (but it doesn’t hurt to double check). You’ll need to confirm that you checked the catalog, and say which course you’ll be using this for. Then click submit.
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You’ll see it under "Outstanding Requests" back on the home page.

You’ll receive an email when your item comes in. Articles usually take 2-3 days and they’re delivered electronically. Books can take up to 2 weeks and you can find them behind the front desk when they’re in. If you request an article, the email will tell you to log into the ILLiad website again.
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You’ll find the article under “Delivered Articles/PDFs” on the sidebar. Remember to download it and save it- the article will disappear from the site in 30 days!