How to request an Article

- Login to ILL: http://hamp.it/interlibraryloan
- Enter your HampNet username and password

- Under New Request, choose Article

- In the Article Request form, fill out all the information you can. The more information you provide, the faster library staff can process your request.
  - The highlighted fields are the most important to fill out.

- For assistance, you may:
  - Visit the InfoBar on the main floor of the Johnson Library
  - Email or call ILL staff
    - ill@hampshire.edu
    - 413.559-5475
  - Email a research librarian
    - askharold@hampshire.edu

- When the form is complete, choose Submit on the bottom of the screen.
How to request a Book or Film

- Login to ILL: http://hamp.it/interlibraryloan
- Enter your HampNet username and password

- Under New Request, choose Book

- In the Book Request form, fill out all the information you can.
- The more information you provide, the faster library staff can process your request.
- This form can also be used for requesting theses, dissertations, media items and entire journal volumes.

- For assistance, you may:
  o Visit the InfoBar on the main floor of the Johnson Library
  o Email or call ILL staff
    - ill@hampshire.edu
    - 413.559-5475
  o Email a research librarian
    - askharold@hampshire.edu

- When the form is complete, choose Submit on the bottom of the screen.
How to request a Book Chapter

- Login to ILL: http://hamp.it/interlibraryloan
- Enter your HampNet username and password

- Under New Request, choose Book Chapter

- In the Book Request form, fill out all the information you can.
- The more information you provide, the faster library staff can process your request.

- For assistance, you may:
  - Visit the InfoBar on the main floor of the Johnson Library
  - Email or call ILL staff
    - ill@hampshire.edu
    - 413.559-5475
  - Email a research librarian
    - askharold@hampshire.edu

- When the form is complete, choose Submit on the bottom of the screen.
How to request other items using Other (Free Text)

- Login to ILL: http://hamp.it/interlibraryloan
- Enter your HampNet username and password

- Under New Request, choose Other (Free Text)

- In the Other Request form, please provide any information you have about the item that may help library staff locate a copy for you.
- The more information you provide, the faster library staff can process your request.

- For assistance, you may:
  - Visit the InfoBar on the main floor of the Johnson Library
  - Email or call ILL staff
    - ill@hampshire.edu
    - 413.559-5475
  - Email a research librarian
    - askharold@hampshire.edu

- When the form is complete, choose Submit on the bottom of the screen.
How to Renew Interlibrary Loan requests

• Login to ILL: http://hamp.it/interlibraryloan
• Enter your HampNet username and password

• Under View My Requests, choose Checked Out Items

All of the items you have checked out will display in a table. Click on the Transaction Number of the request you would like to renew.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Title</th>
<th>Author</th>
<th>Due Date</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>Ming bao lu</td>
<td>880-01 Lu, Qi, b.</td>
<td>11/15/2014</td>
<td>Checked Out to Customer</td>
<td>10/7/2014 3:18:00 AM</td>
</tr>
</tbody>
</table>

This will open the Transaction Information. Choose Renew Request on the top of this page.

• The second line from the bottom of the Transaction Information will say if an item has the option for you to request a renewal. Not all Interlibrary Loan materials can be renewed.

<table>
<thead>
<tr>
<th>Transaction Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Ming bao lu /</td>
</tr>
<tr>
<td>Author</td>
<td>880-01 Lu, Qi, b. 1618.</td>
</tr>
<tr>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>Place</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Edition</td>
<td></td>
</tr>
<tr>
<td>ISBN/ISSN</td>
<td></td>
</tr>
<tr>
<td>Cited In</td>
<td>Listed in The Discourse on Foxes and Gha</td>
</tr>
<tr>
<td>Cited Title</td>
<td></td>
</tr>
<tr>
<td>Cited Date</td>
<td></td>
</tr>
<tr>
<td>Cited Volume</td>
<td></td>
</tr>
<tr>
<td>Cited Pages</td>
<td></td>
</tr>
<tr>
<td>Not Wanted After</td>
<td>11/15/2014</td>
</tr>
<tr>
<td>Accept Non English</td>
<td>Yes</td>
</tr>
<tr>
<td>Accept Alternate Edition</td>
<td>Yes</td>
</tr>
<tr>
<td>Due Date</td>
<td>10/16/2014</td>
</tr>
<tr>
<td>Renewal Allowed?</td>
<td>Yes</td>
</tr>
<tr>
<td>New Cust</td>
<td></td>
</tr>
</tbody>
</table>

• Check back in a few days to see if the Due Date (3rd line from bottom) has changed.