



# Harold F. Johnson Library

## Interlibrary Loan (ILL)

Hampshire College, 893 West Street Amherst MA 01002

<http://library.hampshire.edu> - 413.559.5475 - [ill@hampshire.edu](mailto:ill@hampshire.edu)

### How to request an Article

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

You are attempting to access a resource that is restricted to the Hampshire College community.

Please enter your Hampshire College Email Login Name and Password  
(for example: bpsLO not bsmith)

Login Name

Password

- Under *New Request*, choose *Article*

▪ **New Request**

- Article
- Book
- Book Chapter
- Other (Free Text)

- 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](mailto:ill@hampshire.edu)
    - 413.559-5475
  - Email a research librarian
    - [askharold@hampshire.edu](mailto:askharold@hampshire.edu)

**Article Request**

Enter information below and press the Submit Request button to send.

\*Indicates required field

**Describe the item you want**

\*Title (Journal, Conference Proceedings, Anthology)  
Please do not abbreviate unless your citation is abbreviated

\*Article Title

Article Author

Volume

Issue Number or Designation

Month

Year

Inclusive Pages

ISSN/ISBN (International Standard Serial/Book Number)  
If given will speed request processing

OCLC Number

\*Not Wanted After Date 12/05/2014  
(MM/DD/YYYY)

Will you accept the item in a language other than English? No

If yes, specify acceptable languages in the notes field.

**Additional Information**  
Put any information here that may help us find the item, as well as any other pertinent information.

**Where did you learn about this item?**

Where did you find this item cited?  
Examples are Dissertation Abstracts, or a specific journal or book.

- 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

You are attempting to access a resource that is restricted to the Hampshire College community.

Please enter your Hampshire College Email Login Name and Password  
(for example: bpsLO not bsmith)

Login Name

Password

- Under *New Request*, choose *Book*

- **New Request**
  - ↳ Article
  - ↳ **Book**
  - ↳ Book Chapter
  - ↳ Other (Free Text)

- 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:
  - Visit the InfoBar on the main floor of the Johnson Library
  - Email or call ILL staff
    - [ill@hampshire.edu](mailto:ill@hampshire.edu)
    - 413.559-5475
  - Email a research librarian
    - [askharold@hampshire.edu](mailto:askharold@hampshire.edu)

**Book Request**

Enter information below and press the Submit Request button to send.  
\*Indicates required field

**Describe the item you want**

\*Title  
Please do not abbreviate unless your citation is abbreviated.

Author/Editors

Publisher

Place of Publication

Date of Publication

Edition

ISBN (International Standard Book Number)  
If given will speed request processing

OCLC Number

\*Not Wanted After Date (MM/DD/YYYY) 12/05/2014

Will you accept the item in a language other than English? No

Will you accept an alternate edition of this item? No

Additional Information  
Put any information here that may help us find the item, as well as any other pertinent information.

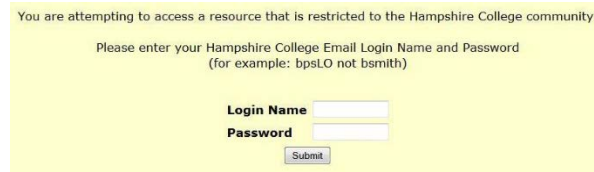
**Where did you learn about this item?**

Where did you find this item cited?  
Examples are Dissertation Abstracts, or a specific journal or book.

- 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



You are attempting to access a resource that is restricted to the Hampshire College community.

Please enter your Hampshire College Email Login Name and Password  
(for example: bpsLO not bsmith)

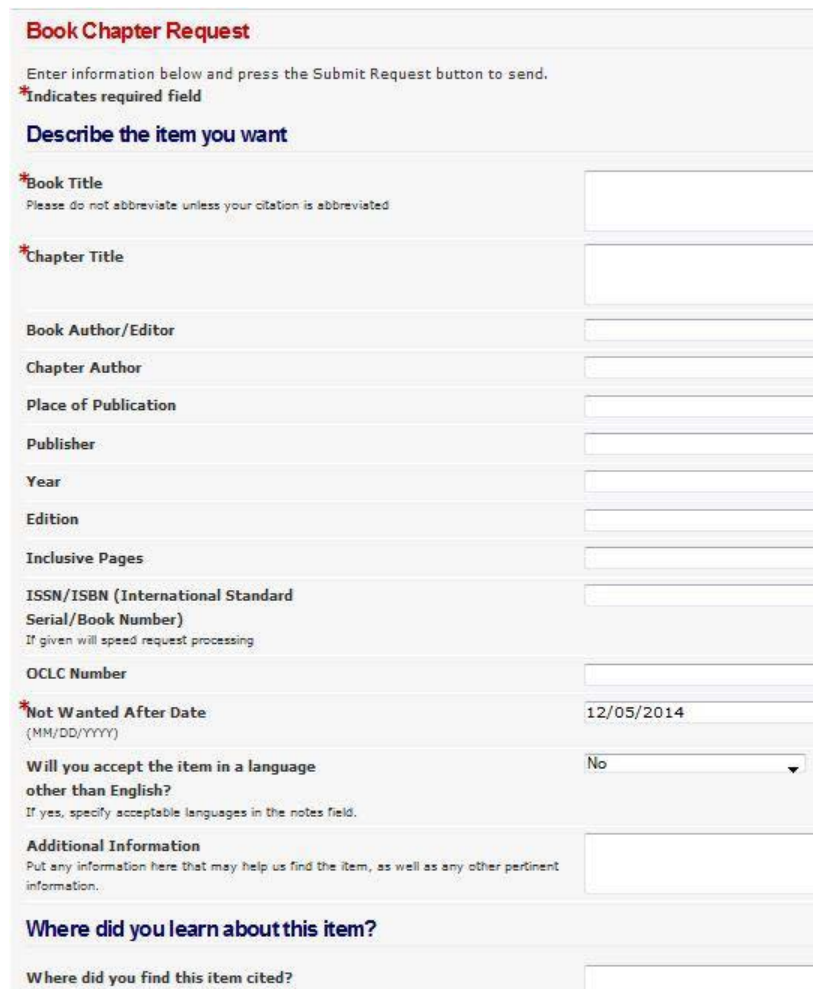
Login Name

Password

- Under *New Request*, choose *Book Chapter*

- **New Request**
  - ↳ Article
  - ↳ Book
  - ↳ **Book Chapter**
  - ↳ Other (Free Text)

- 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.



**Book Chapter Request**

Enter information below and press the Submit Request button to send.

\*Indicates required field

**Describe the item you want**

\*Book Title   
Please do not abbreviate unless your citation is abbreviated

\*Chapter Title

Book Author/Editor

Chapter Author

Place of Publication

Publisher

Year

Edition

Inclusive Pages

ISSN/ISBN (International Standard Serial/Book Number)   
If given will speed request processing

OCLC Number

\*Not Wanted After Date   
(MM/DD/YYYY)

Will you accept the item in a language other than English?   
If yes, specify acceptable languages in the notes field.

**Additional Information**  
Put any information here that may help us find the item, as well as any other pertinent information.

**Where did you learn about this item?**

Where did you find this item cited?

- 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

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Please enter your Hampshire College Email Login Name and Password  
(for example: bpsLO not bsmith)

Login Name

Password

- Under *New Request*, choose *Other (Free Text)*

- **New Request**
  - ↳ Article
  - ↳ Book
  - ↳ Book Chapter
  - ↳ **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.

**Other Request**

Enter information below and press the Submit Request button to send.

\*Indicates required field

**Describe the item you want**

\*Please enter any information you have here

\*Not Wanted After Date   
(MM/DD/YYYY)

Will you accept the item in a language other than English?

If yes, specify acceptable languages in the notes field.

**Additional Information**

Put any information here that may help us find the item, as well as any other pertinent information.

**Where did you learn about this item?**

**Where did you find this item cited?**

Examples are Dissertation Abstracts, or a specific journal or book.

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

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Please enter your Hampshire College Email Login Name and Password  
(for example: bpsLO not bsmith)

Login Name

Password

- Under *View My Requests*, choose *Checked Out Items*

- **View My Requests**
  - ↳ Requests in Process
  - ↳ Received PDFs
  - ↳ **Checked Out Items**
  - ↳ Cancelled Requests
  - ↳ Request History
  - ↳ Show all my Requests
  - ↳ Notifications

- 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.

Checked Out Items						
Transaction Number	Document Type	Title	Author	Due Date	Status	Status Date
2130	Book	Ming bao lu /	880-01 Lu, Qi, b. 1614.	11/16/2014	Checked Out to Customer	10/7/2014 3:18:00 PM

- 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.

[Renew Request](#) | [Clone Request](#)

Transaction Information	
Title	Ming bao lu /
Author	880-01 Lu, Qi, b. 1614.
Publisher	
Place	
Date	
Edition	
ISSN/ISBN	
Cited In	Listed in The Discourse on Foxes and Gho
Cited Title	
Cited Date	
Cited Volume	
Cited Pages	
Not Wanted After	11/15/2014
Accept Non English	Yes
Accept Alternate Edition	Yes
Due Date	11/16/2014
Renewals Allowed?	Yes
Max Cost	

- Check back in a few days to see if the *Due Date* (3<sup>rd</sup> line from bottom) has changed.



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