

Welcome to Tipasa

Interlibrary Loan Service for Neumann University Library

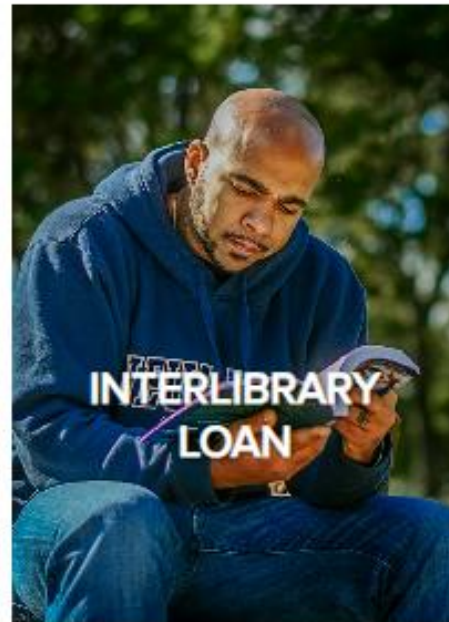
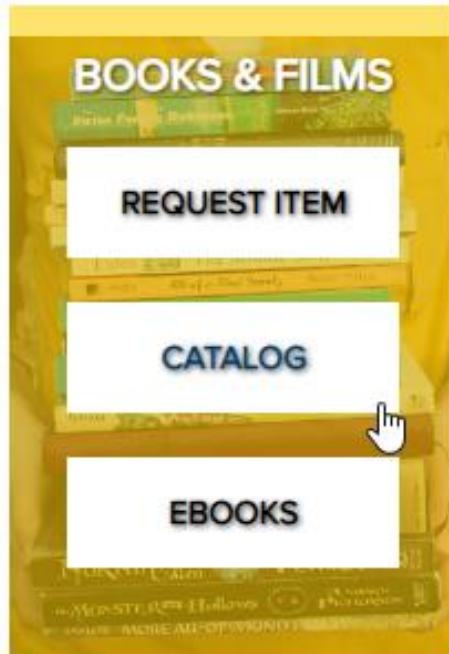
What is ILL?

- Inter-library loan is a service provided by the Library to help bring books and articles that we do not own (and that are not freely available on the internet) to you!
- Please see the Library web page for more about what can and can't be borrowed and other policies:
https://www.neumann.edu/academics/library/policies_ill.asp

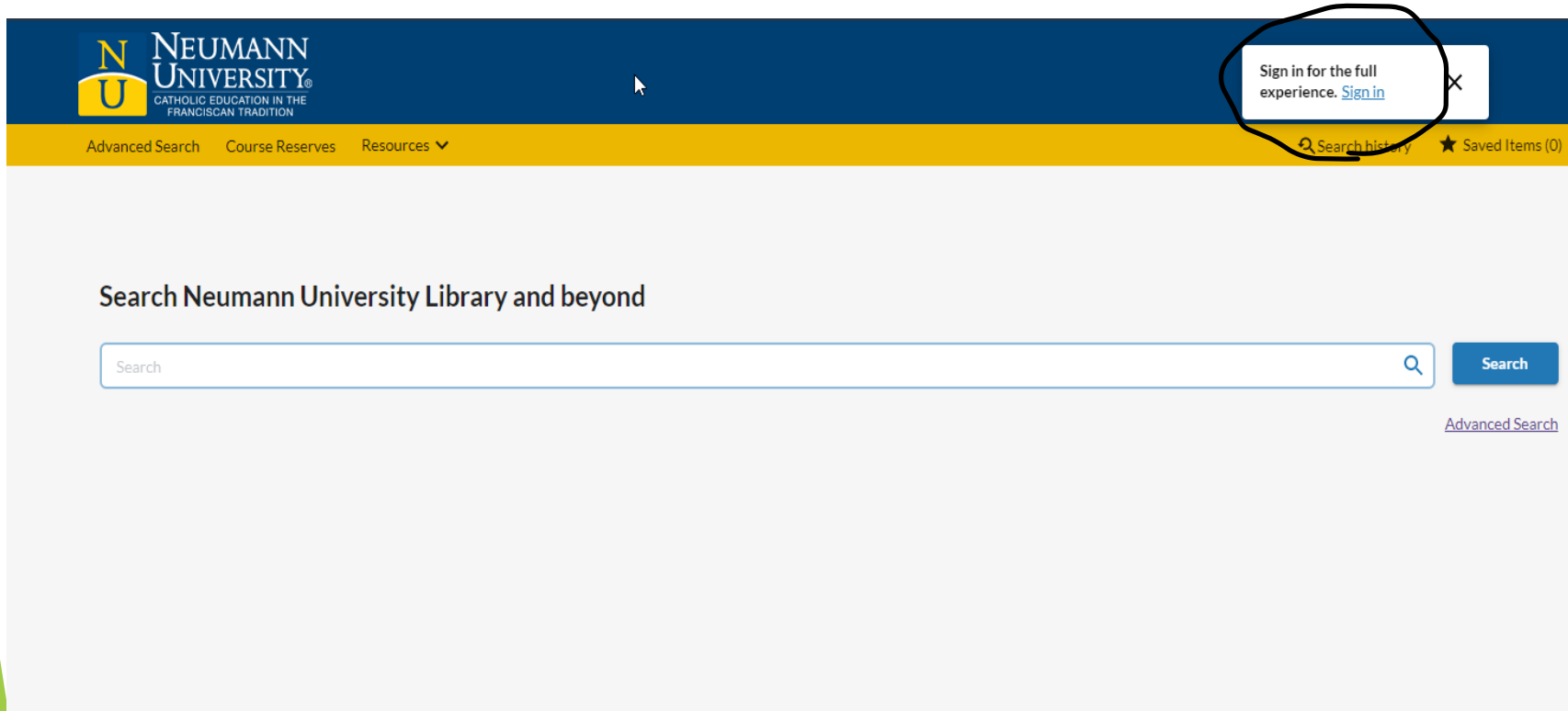
Requests can be made from Neumann's Discovery page

Access the Neumann Discovery page from the library website by clicking the 'Catalog' button in the 'Books & Films' tile

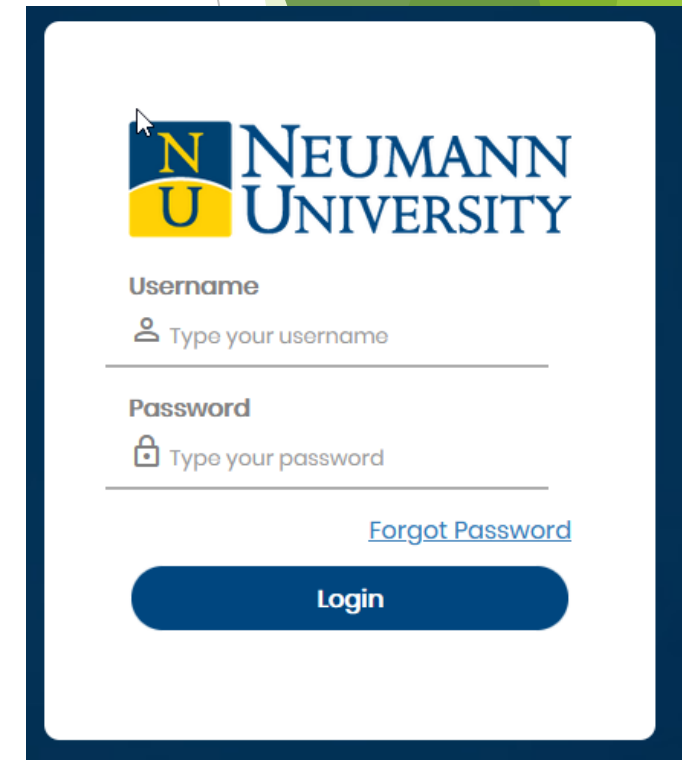
Home > Academics > Library Home



Login into the Discovery Page with your Neumann Email & Password





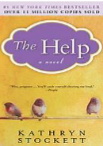
The screenshot shows the top navigation bar of the Neumann University Library website. The header is dark blue with the Neumann University logo on the left, which includes the text "NEUMANN UNIVERSITY" and "CATHOLIC EDUCATION IN THE FRANCISCAN TRADITION". On the right side of the header, there is a white box with the text "Sign in for the full experience. [Sign in](#)". Below the header is a yellow navigation bar with links for "Advanced Search", "Course Reserves", and "Resources". The main content area is light gray and features a search bar with the placeholder text "Search Neumann University Library and beyond". The search bar has a "Search" button and a link to "Advanced Search".



This is a close-up of the login form. It features the Neumann University logo at the top. Below the logo are two input fields: "Username" with a person icon and "Password" with a lock icon. Both fields have placeholder text: "Type your username" and "Type your password". To the right of the password field is a link for "Forgot Password". At the bottom of the form is a large blue "Login" button.

Click the 'Requests' button under 'My account' to view your current ILLs & Make Requests

The screenshot shows the Neumann University library website. The header includes the university logo, a search bar, and navigation links. The 'My account' dropdown menu is open, with 'Requests' highlighted. The 'Requests' page is displayed, showing a table of book requests. The 'Create request' button is circled. The table lists three requests: 'A dance with dragons', 'Book', and 'The help'.

Title	Submitted date	Status
<input type="checkbox"/> Select all <input type="button" value="Cancel requests"/>		<input type="button" value="Create request"/>
<input type="checkbox"/>  A dance with dragons Martin, George R. R. <i>Print Book</i>	07/12/2022 Request details: 214342298	Ready for pick up at Neuma 07/26/2022 11:59:59 PM <input type="button" value="Request again"/>
<input type="checkbox"/>  Book	07/12/2022 Request details: 214342166	Canceled <input type="button" value="Request again"/>
<input type="checkbox"/>  The help Stockett, Kathryn New York : Amy Elnhorn Books, [2009] <i>Book</i>	07/08/2022 Request details: 214295678	Complete <input type="button" value="Request again"/>

Article Request Form

Yellow = Required, Red = Helpful

Create request:

Article

Book

* Required field

About my item

Journal Title: *

0/500

Where did you learn about this item?

0/500

Issue/Number: *

Title of article: *

0/500

ISSN:

Date: *

Volume: *

Page Numbers: *

Author of article:

0/500

Article Request Form

Yellow = Required, Red = Helpful

About my request

Service Type: *

Needed before (yyyymmdd):

Comments:

0/500

My address and contact information

First Name: *

Last Name: *

Patron ID: *

E-mail Address: *

Mobile Phone:

Submit request

Cancel

Book Request Form

Yellow = Required, Red = Helpful

* Required field

About my item

Title: *

0/500

Publisher:

Date:

Where did you learn about this item?

0/500

Author: *

0/500

Place of Publication:

ISBN: *

Title of chapter:

0/500

If you want just a copy of a chapter, rather than to borrow a whole book, please include the title of the chapter here

Book Request Form

Yellow = Required, Red = Helpful

About my request

Service Type: *

Needed before (yyyyymmdd):

Comments:

0/500

My address and contact information

First Name: *

Last Name: *

Patron ID: *

E-mail Address: *

Mobile Phone:

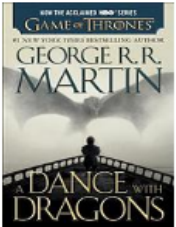
Email Notifications

- ▶ After you submit your ILL request, you will receive an email that your request is being processed.
- ▶ If you requested an article, you will receive an email when the article is available for you to view. If you the request cannot be fulfilled, you will receive an email notifying you of this.
- ▶ If you requested to borrow a book, you will receive an email when the book is available for pickup at the main desk in the library. You have two weeks to pick up an ILL requested item. If you don't pick up the item within two weeks, the item will be returned to its home library.

Submit a renewal request

- ▶ In the 'Requests' tab of the 'My account' page you can see any ILL items you currently have checked out. Clicking the 'Renew request' button next to the item you want to renew will submit a renewal request to the lending library.
- ▶ You will receive an email that your renewal request has been submitted. Then you will receive an email when your request is accepted or denied.
- ▶ The due date of your item DOES NOT change until the request is accepted. If the lending library denies your request, or does not respond in time, the item is still due back on its original due date.

[Checkouts \(1\)](#) [Requests](#) [Fees \(\\$0.00\)](#) [Search activity](#) [Profile](#)

Title		Submitted date	Status
<input type="checkbox"/> Select all Cancel requests			Create request
<input type="checkbox"/>	 <div>A dance with dragons Martin, George R. R. New York : Bantam Books, ©2011. <i>Book</i></div>	07/12/2022 Request details: 214342298	Due 08/08/2022 Renew request Request again

Additional Questions?

- ▶ Contact the ILL staff at ILL@neumann.edu
- ▶ Or contact the main library desk at 610-558-5545.