Interlibrary Loan

How to request a book or journal article from another library.

Interlibrary loan is a service which provides you with books and articles that are not included in the Trexler Library collections. This greatly expands the number of resources available to you for your research.

Your DeSales ID card functions as your library card, and may be used to check out books at any of the six Lehigh Valley colleges (Moravian, Lehigh, Cedar Crest, Muhlenberg, Lafayette, and DeSales), if you prefer to visit these schools in person. To save you time, however, we can obtain needed books and articles for you. To submit an online request, follow the instructions below.

1. From the library home page (www.desales.edu/library), scroll down to the Services section in the lower left-hand corner. From the drop-down menu, choose “Interlibrary Loan.”

2. Click on the hyperlink provided to either Request an article or Request a book.
   NOTE: The copy charge for articles is 10 cents per page, but there is no charge to request a book.

3. Fill out the online form (one for each article or book that you request), and submit. You will be notified via email when your article/book has arrived. Articles will be sent to you electronically as an email attachment. Books may be picked up at the circulation desk in the library.

4. It is best to allow two weeks for interlibrary loan requests, although you will often receive your request within a week. Because it takes time to obtain these resources, it is best to start your research as early as possible.