



# Requesting Books from Other Libraries

Articles not available from Galileo may be obtained through **Interlibrary Loan**.

1. Determine whether the book is available at Shorter University by looking in the Library Catalog, located at <http://www.youseemore.com/shorter/>.
2. Go to the **SCHOLAR Home Page**, located at <https://scholar.shorter.edu/ics>.

3. Enter your **SCHOLAR ID** and **PIN**.

SCHOLAR ID:  PIN:  Login

Home | New Student Checklist | Admissions | Financial Aid | OIT

You are here: Home

**SCHOLAR**

Home

- [Welcome!](#)
- [Campus Resources](#)
- [Events Calendar](#)
- [Campus Announcements](#)
- [Important Message from the Business Office](#)
- [Documents](#)

**SCHOLAR**

Welcome!

Welcome to SCHOLAR

Welcome to the SCHOLAR web portal for SHORTER. The SCHOLAR portal allows students, faculty and staff to view announcements, links, class schedules, calendars, groups and more. You only need to log in with your SCHOLAR ID and pin to have access to these and other valuable resources.

3. On the **Library** tab, click on the **Interlibrary Loan for Articles** link.

Welcome back Personal Info | Logout

Home | Pay My Bill | New Student Checklist | Faculty | Campus Life | Library | Financial Aid | OIT

You are here: Library > Default Page

**Library**

Default Page

- [Welcome](#)
- [Web Links](#)
- [Important Documents](#)

[Add a Page](#)

[Context Manager](#)

**Quick Links**

- ☑ [My Courses](#)
- ☑ [My Pages](#)

**Library**

Welcome

**Library Request Forms**

- [Interlibrary Loan for Books](#)
- [Interlibrary Loan for Articles](#)
- [Intercampus Loan for Books](#)
- [Intercampus Loan for Articles](#)

4. Enter the following:

- a. Full name
- b. Student status
- c. Hawkmail address (personal email addresses cannot be used)
- d. Phone
- e. Home address
- f. Maximum amount you are willing to pay for the item (**note**: loans are usually

Name

You must be a Shorter College student, faculty, or staff member to request an interlibrary loan request and have a valid Shorter College email address. Select your standing below to continue.

Student

Student Email  @hawks.shorter.edu

Phone  -  -

Address

Maximum cost you wish to pay for this item

Material is no longer needed after Month  Day

Deliver to

Notice: **Warning Concerning Copyright Re**

The copyright law of the United States (Title 17, U.S.C.) prohibits the reproduction of copyrighted material. This includes the making of photocopies or other reproductions of copyrighted material. This includes the making of photocopies or other reproductions of copyrighted material.

free; just type "0" if you don't want to pay anything).

**g. Campus** to which you wish your materials sent

5. Acknowledge that you understand the **copyright statement**.

6. Enter article information. The sample citation below is used to illustrate which element to write in which box.

IT security planning under uncertainty for high-impact events. **Rakes, Terry R.; Deane, Jason K.; Paul-Rees, Loren.** *Omega*, Jan2012, Vol. 40, Issue 1, p79-88.

7. If you retrieved the citation from a Galileo database, please indicate which specific one; for example, Business Source Complete, ABI/Inform, etc.

8. Click the **Submit** button when finished. The typical turnaround time for interlibrary loans is seven to ten days.

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This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I have read and understand the above copyright notice  Yes  No

Journal Title	<input type="text"/>	<i>Omega</i>
Article Author (Last Name, First Name)	<input type="text"/>	<b>Rakes, Terry R. ...</b>
Article Title	<input type="text"/>	<u>IT security planning ...</u>
Volume	<input type="text"/>	40
Issue #	<input type="text"/>	1
Date	<input type="text"/>	Jan. 2012
Pages	<input type="text"/>	79-88
Source of Citation (If via GALILEO, please specify the database (e.g. Lexis-Nexis, ERIC, etc.))	<input type="text"/>	ABI/Inform
If known: ISBN/ISSN	<input type="text"/>	
OCLC	<input type="text"/>	
Notes	<input type="text"/>	

Thank you for your request. We will contact you when the material arrives. Our average turn-around-time is one to two weeks. If you have any questions, please contact the Interlibrary Loan Office at 706-233-7299.

If you have any questions about the interlibrary loan process, please contact Michael Wilson at 678-260-3563 or [mwilson@shorter.edu](mailto:mwilson@shorter.edu).