What is interlibrary loan?
If the CVCC Library does not own a particular book or journal article that you need, you may request Interlibrary Loan Service. We will try to locate another library to loan or provide the item.

How do I request a book through interlibrary loan?
To request a book, first check the Classic Library Catalog to see if the item is in the Library collection:

2. On the blue banner at the top of the screen, click Student Support.
3. On the menu on the left-hand side, click Library.
4. On the menu on the left-hand side, click Library Research.
5. Under Books, DVDs, & CDs, click Classic Library Catalog.
6. You will see the screen below (see Image 1). Under Choose Search Type, click Title begins with..... and search your book title.

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Image 1 - Classic Library Catalog Search Screen
If the book is not available at CVCC, place your request by using the Interlibrary Loan Request form:

2. On the blue banner at the top of the screen, click Student Support.
3. On the menu on the left-hand side, click Library.
4. On the menu on the left-hand side, click Forms.
5. Click INTERLIBRARY LOAN REQUEST. You will see the screen below. Fill out the form and submit it electronically.

Image 2 - Interlibrary Loan Request Form
How do I request a journal article through interlibrary loan?
To request a journal article, search Classic Library Catalog to see if the journal is available at CVCC:

2. On the blue banner at the top of the screen, click Student Support.
3. On the menu on the left-hand side, click Library.
4. On the menu on the left-hand side, click Library Research.
5. Under Books, DVDs, & CDs, click Classic Library Catalog.
6. You will see the Classic Library Catalog search screen (See Image 1 above.) Under Choose Search Type, click Title begins with..... and search your database title.

In addition, check the Online Journal Locator to see if the journal is available electronically. To access the Online Journal Locator:

2. On the blue banner at the top of the screen, click Student Support.
3. On the menu on the left-hand side, click Library.
4. On the menu on the left-hand side, click Library Research.

If the journal article is not available at CVCC, place your request by using the Interlibrary Loan Request form:

2. On the blue banner at the top of the screen, click Student Support.
3. On the menu on the left-hand side, click Library.
4. On the menu on the left-hand side, click Forms.
5. Click INTERLIBRARY LOAN REQUEST. You will see the Interlibrary Loan Request form (See Image 2 above).
6. Fill out the form and submit it electronically.

For additional assistance, contact the CVCC Library at (434) 832-7750 or email library@centralvirginia.edu.