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From within many of our databases, there is an Article Linker or ILL icon.  If you see one of these icons, you will use it to request the desired item from directly within the database.  Often times, the form will be partially filled out with information about the item and all you need to include is your personal information such as name, email, and address.  However, remember that you will need to use the library catalog to verify that we do not own the items you are requesting, either in print or online.

If you have identified an item you need for your research from a database or other source that does not have an ILL or Article Linker icon, such as a print source, and have verified that OU Libraries does not own the item, you can use the web form available on OU Libraries’ website. You will need to login to the website with your OUNetID and password.  There is a link to the Interlibrary Loan form from the services pages.  There are two forms depending on what you would like to request—one for requesting articles and another for requesting books, theses or dissertations.  You will want to fill out the form as completely as possible and include as much information about the item as you have to ensure that we request the correct item and to expedite the process.

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The best way to request materials through Sooner Xpress is through the [catalog](http://libraries.ou.edu/catalog). Within the catalog, view the detailed record for the item you wish to request. From within the record, click on the "Request via Sooner Xpress" link and complete the form. You will need to be logged into the libraries' website to request materials.

You may also use the [Sooner Xpress web form](http://libraries.ou.edu/info/generalform.asp?formID=sooner_xpress) to request an item such as a journal article. This form is accessible from the services page on the libraries’ website. Please make sure the item you are requesting is held by the OU library by checking the [catalog](http://libraries.ou.edu/catalog). Please include as much information as possible. Include your university account number if you want us to charge your account for articles.

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