



# Wichita State University Libraries

## Interlibrary Loan How to Use ILLiad

Use **ILLiad** when you need to request books, articles, or other materials that are not available in the WSU Libraries. Through **ILLiad** (Interlibrary Loan Internet Accessible Database), you can order and keep track of your requests from one easy-to-use online interface. **ILLiad** is a free service for WSU students, faculty, and staff.

### Getting started

To access **ILLiad**, go to the Libraries' homepage at <http://www.library.wichita.edu>

Click on **Interlibrary Loan & Document Delivery** to access the ILLiad login page.

**Text Version**

- Off-campus Access
- Student Toolbox
- Faculty Services
- NEWS

**EMPOWER**  
information literacy

**BLACKBOARD**  
blackboard.com

**WSU Libraries Online Catalog**

- New Titles List
- Online Catalogs of Other Libraries

**Electronic Resources**

- Electronic Databases
- Course Reserves
- E-Journals ■ E-Books
- E-News Sources
- Virtual Reference Shelf
- Digital Collections
- Other E-Resources by Subject

**Research Assistance and Library Instruction**

- Why Know? Reference Services
- Interlibrary Loan & Document Delivery**
- Library Instruction and Guides
- Resources by Subject
- Subject Librarians
- More assistance

### Already registered to use ILLiad?

Login to your account with your **Username** and **Password**, and then click on the **Logon to ILLiad** button.

### Forgot your password?

Reset your password at any time by clicking on the red **Forgot Password?** link.

### New user?

To register for an ILLiad account, click on the link near the bottom of the page.

Then, read the instructions and information on the subsequent page, and click on the **First Time Users Click Here** button at the bottom of the page. This will take you to the registration form.

Welcome to the ILLiad Book and Document Retrieval Service

Your personal online page allows you to request material, check request status, and renew books, all from one online location.

ILLiad service is available to WSU faculty, students, and staff. Please read the FAQ page and then click on the "Register to Use" button to get started. Interlibrary Loan staff are ready to answer any questions you may have so please call 978-3167 to speak to a staff person.

If you have a user name and password, please enter them below and then press the logon button.

If you have forgotten your password, please call 978-3167 8 a.m. to 5 p.m. Monday through Friday.

Enter your ILLiad Username:

Enter your ILLiad Password:

Click Button to Logon:

[Forgot Password?](#)

**New Users:** We recommend you read the [FAQ](#) page before registering. Please click below to register.

[Register to Use ILLiad Book and Document Retrieval](#)

## Creating an account

Fill out the registration form.

Be sure to provide the **required** information.

Choose your own **Username** and **Password**. These can be anything you like—no special characters are required.

Click on the **Submit Information** button.

You are now registered to use ILLiad!

**New User Registration for ILLiad** \* Indicates required field

\* First Name (required)

\* Last Name (required)

\* Please enter your WSU ID Number (required)

Preferred Notification Method

\* E-Mail Address (required)

\* Daytime Phone (required)

Preferred Article Delivery Method

Preferred Electronic Delivery if Possible (PDF file via web)

\* Primary Address Line 1 (required)

\* Status (required)

\* Department (required)

Authorized Users  
List the full names of anyone you wish to be allowed to pick up your ILL items.  
An ID will be REQUIRED to pick items up.

\* Choose a Username (required)   
Case sensitive

\* Choose a Password (required)   
Case sensitive

\* Re-enter Password (required)   
Case sensitive

## Placing requests

- Login to your ILLiad account
- Click on the format of the item you need – journal article, book, etc.
- Fill out the required information—author, title, date, etc.
- Click on the **Submit Request** button

## Accessing your requests

- Login to your ILLiad account
- **Outstanding Requests** – review the status of your requests
- **Electronically Received Articles** – view, print or download the full text of journal articles that you have requested (you will receive an e-mail from the Interlibrary Loan Office notifying you each time an article has been delivered into your account).

**NOTE:** **Books and conference papers** will typically be received in paper format. Once you have been notified that an item has been received, go to the **Circulation Desk** on the first floor of the Library to pick it up.

**TEXTBOOKS:** Textbooks may not be borrowed through the ILLiad service.

**Main Menu**

**New Request**

- Article
- Book
- Book Chapter
- Conference Paper
- Other (Free Text)

**View**

- Outstanding Requests
- Electronically Received Articles
- Checked Out Items
- Cancelled Requests
- History Requests
- All Requests
- Notifications

**Tools**

- Change User Information
- Change Password

**About ILLiad**

*Cut and paste a complete citation from a database or bibliography*