



Wichita State University Libraries

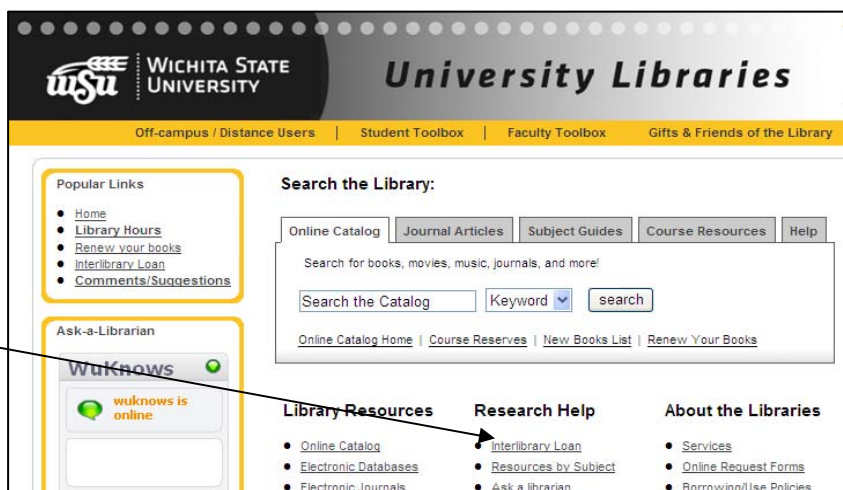
Interlibrary Loan How to Use ILLiad

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

Go to the Libraries' homepage at <http://libraries.wichita.edu>

Click on **Interlibrary Loan** to access the ILLiad login page

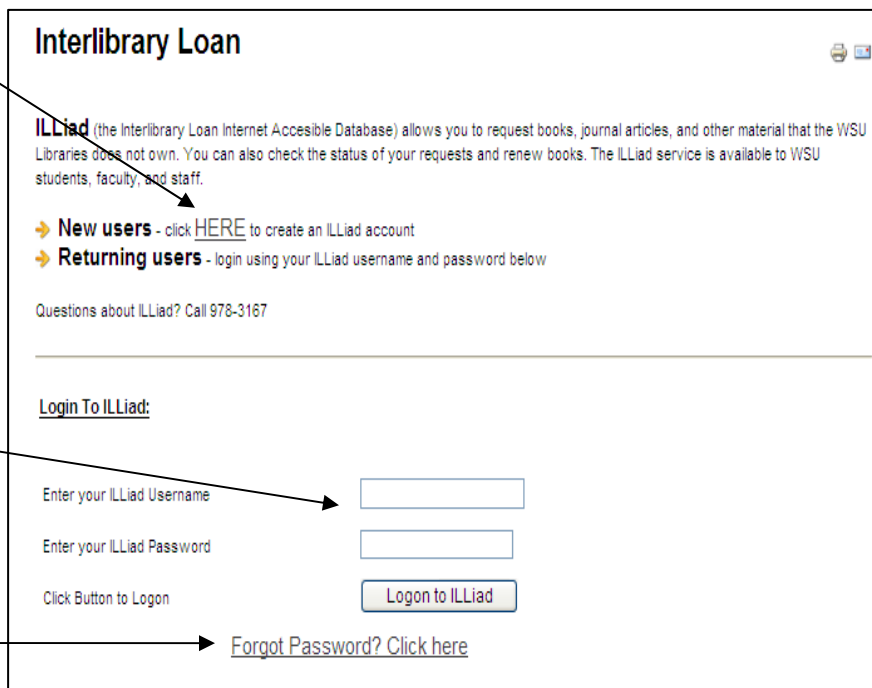


New user?

To create a new ILLiad account, click on this link

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



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 **Forgot Password?** link

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