

# ILLiad Instructions

If you have any questions, please contact the Interlibrary Loan Office ([libill@usi.edu](mailto:libill@usi.edu) / 465-1683) or Brad Reel ([bnreel@usi.edu](mailto:bnreel@usi.edu) / 465-1638)

## Logon and Registration:

1. Go to [www.usi.edu/library](http://www.usi.edu/library) and select "Interlibrary Loan" from the menu bar.
2. Choose "ILLiad Login."
3. Fill in your MyUSI information.
4. Click on "Logon to ILLiad."

**ILLiad Logon**

\* MyUSI Username

\* MyUSI Password

### ILLiad users are able to:

Access their ILLiad account from any computer with computer access.

Place new ILL requests

Check the status of items requested

View current and previous requests

Cancel a request

Resubmit cancelled requests

Request a renewal

Modify personal information

First-time users: Fill in required personal information.  
(For email field, use ONLY your USI email address.)

**Personal Information** \* Indicates required field

\* First name

\* Last name

Preferred Notification Method

\* E-Mail address   
Only USI email accounts are used with ILLiad.  
Students: xxxxxxx@mail.usi.edu  
Faculty: xxxxxxx@usi.edu

\* Daytime phone

\* Address Line 1   
Faculty: USI address is preferred  
Students: Permanent (home) address is preferred

## Place a New Request

In the Main Menu under "New Request," select "Copy" for articles or chapters from books, and "Loan" for books, videos or dissertations. Fill in as much information as you know about the item. Article requests require the journal title, article title, volume number, issue number, date and page numbers. Book requests require the title, author, publisher, and date. Dissertation/thesis requests require the author, title, date, and originating university.

**\*NOTE:** If you are able to supply the ISBN, ISSN, or OCLC number, it will help ILL staff process the request very quickly. These numbers are usually found in the original citation of the item or article. If you are unable to furnish these numbers, it is OK, just leave it blank.

### **Edit a Request**

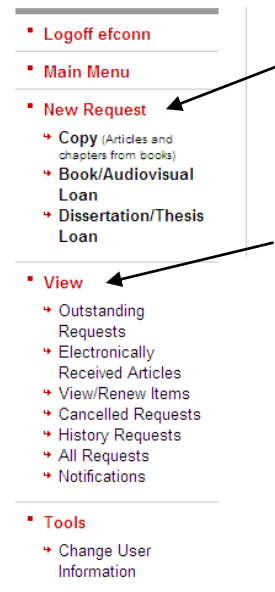
Under “View,” click on “All Requests,” then select the Transaction Number. Choose “Edit this request.”

### **Check a Due Date & Request a Renewal**

Under “View,” click on “Checked Out Items.” Look at each item’s due date. To request a renewal, click on the item’s transaction number. On the detailed item page, click on “Request Renewal.”

### **Resubmitting a Cancelled Request**

1. Click on “Cancelled Requests.”
2. In the list of cancelled requests, click on the “Transaction Number” for the item you want to resubmit.
3. Click on “Resubmit Request.”



### **Notifications**

The “Notifications” section lists all of the automated notices you have received through email.

### **Electronically Received Articles**

You will receive an email that provides instructions to access the article. Most articles will arrive electronically through ILLiad software as a PDF file.