



Using ILLiad

Eligible Users: USA faculty, staff, currently enrolled students and Courtesy Card holders.

Time Required: Please allow 10-14 days to receive your ILL request. Dissertations, theses and other rare or hard to find items may take longer or be unavailable.

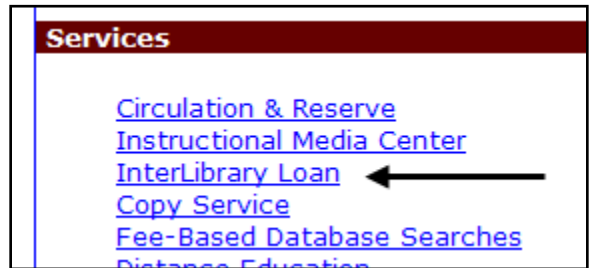
Research Assistance: To identify resources owned by the USA Libraries, please ask at the Reference Desk, University Library, 2nd floor North or call 251-460-7025.

USA Library follows the Interlibrary Loan Code for the United States as set out in the ALA guidelines. For more information visit: <http://www.ala.org/index.cfm>

Registering: Begin at the USA's University Library home page: <http://library.southalabama.edu/>

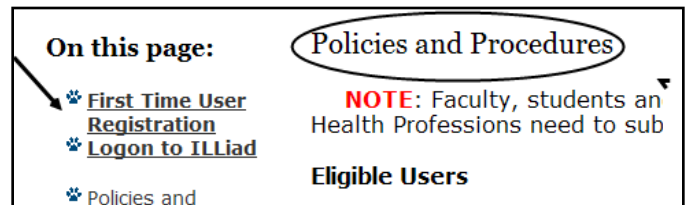
1. Please note, if you are a student, staff or faculty from the College of Medicine, College of Nursing, College of Allied Health Professions, or the Pharmacy Program you need to submit requests through the Biomedical Library's site at: <http://biomedicallibrary.southalabama.edu/library/?q=ill>.

2. Click on the **Interlibrary Loan** link in the upper left of the University Library homepage under *Services*. Please read the **Policies and Procedures** on this page before registering.



3. Click on **First Time User Registration** in the upper left of the page.

This will take you to the registration page. To register, you will need to scroll down to find the **First Time Users Click Here** button. Click to continue.



4. Enter your information; all fields with a red asterisk must be filled out. Once you have finished, choose the **Submit Information** button at the bottom of the screen. This will take you to your ILL account **Main Menu**. Here you can track your ILL requests, submit renewals, and request new materials.

Submitting requests:

1. Please check that University of South Alabama does not own the material. Requests for items that are owned by the USA Libraries will be cancelled. Check the **SOUTHcat Catalog** and **Our Journal List** before submitting requests.

2. To get started with ILLiad, simply go the University Library homepage and click on the **Interlibrary Loan** link. (See picture above.)

3. Choose the **Logon to ILLiad** link in the upper left.

On this page:

- ✦ [First Time User Registration](#)
- ✦ [Logon to ILLiad](#)

4. Fill in your username and password and click the **Logon to ILLiad** button. This will take you to your ILLiad account main menu.

5. Chose your request type under the **Submit Request** heading in the left column. Just click on the request type to continue

There are two basic types of requests, loans and copies.

Loans: There are 2 choices for loans, Book and Thesis. All theses and dissertations will be listed under Thesis. All other types of loan will be listed under book, including microfilm, audio CDs and videos.

Copies: There are 4 choices for copies. Book Chapters, Conference Papers and Reports are used for their specific categories. Photocopy is used for everything else including journal articles and newspaper articles. Copyright restrictions may apply, please read the Policies and Procedures on USA's ILL homepage at <http://www.southalabama.edu/univlib/illforms.htm>

- **Main Menu**
- **Submit Requests**
 - Photocopy
 - Book
 - Book Chapter
 - Conference Paper
 - Report
 - Thesis

6. When filling out the form for any request, please give as much detail as possible. *Here are two fields to pay special attention to:*

Not Wanted After Date. The default is **2 months** from

submission date. If you need the item sooner, please indicate this here **and** in the **Notes** field at the bottom.

* Not Wanted After Date
(format: MM/DD/YYYY)
Allow two weeks minimum

The **Notes** field should be used to give any further information. If your citation is incomplete, add any information that may be useful to ILL staff here.

Notes
Put any information here that may help us find the item, as well as any other pertinent information.

I need the 3rd edition by November 23rd.

If you need a particular edition of a book, need an item by a particular deadline or have any extra information that may help the ILL staff to find old documents, theses or unusual requests, add this information to the notes field. This extra information will help the ILL staff to process your request as quickly as possible.

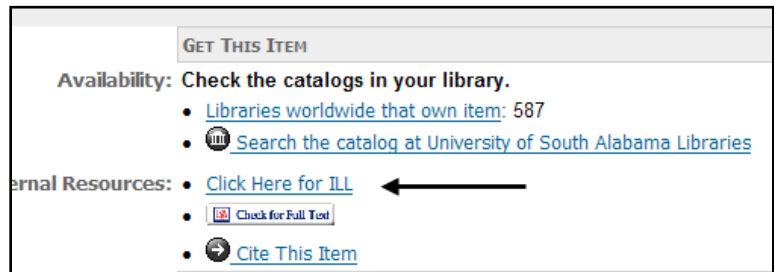
7. When you are finished filling out all information click on the **Submit Request** button at the bottom of the page.

Submitting Requests Through Online Databases: Requests can also be submitted through our online databases.

- Within First Search (Including WorldCat), when you find the record of a needed item you can choose **Click Here for ILL**.

You will be asked to log in to your account. When you log

in, the information for the item that you found on WorldCat will already be entered into the system, you just need to click on **Submit Request** at the bottom of the screen.



- For articles on other online databases. You can click on **Check for Full Text** at the bottom of the article information. This will take you to a page that lists whether or not USA owns the source in print or in another database, and it will give you the option to request an interlibrary loan copy of the article. Please check and make sure that USA doesn't own or have access to this article before requesting it.

*Please make sure that you click on the **University Library ILLiad** link.*



All of the information for the article that you selected will automatically be placed in the correct fields. Check over the information and click the **Submit Request** button at the bottom.

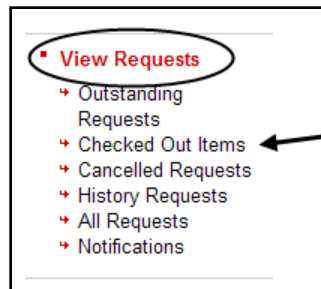
Notification and Pick-up: Patrons will be notified via email of the arrival of loans and copies. Electronic copies can be downloaded directly from your ILLiad account, instructions will be included in the notification. Books and paper copies can be picked up at the ILL office during the University Library's operating hours. Please ask at the Reference Desk, 2nd floor North.

Payment: Charges will be posted to patron's library account. Payments may be made at the Circulation Desk in person or by mail. Department grant accounts may be set up via Voyager by

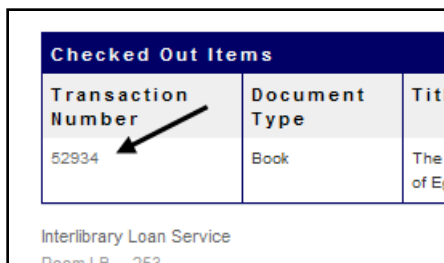
the ILL Office for payment by BANNER Direct Pay. All payments are due by the end of each semester.

Renewal Requesting: Patrons can request renewals through their ILLiad accounts online before material is due. Renewals may be requested within 5 days of the due date but not earlier. Overdue items may not be renewed. The lending libraries set the loan periods and some libraries do not allow renewals. You will receive the new due date via email.

1. To renew material, logon to your ILLiad account. Go to the **View Requests** list in the left column and click on **Checked Out Items**.



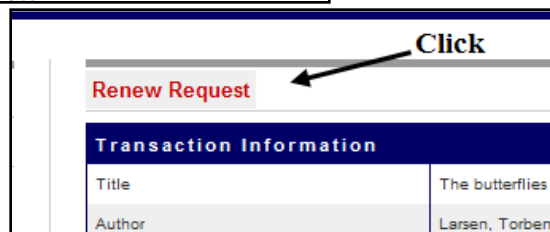
2. Chose the item to renew by clicking on the TN number.



Transaction Number	Document Type	Title
62934	Book	The b of Eg

Interlibrary Loan Service
Room L.B. 253

3. At the top of the page is the text **Renew Request**. Click on the text. A message will appear at the top of the page giving you a temporary due date or letting you know if you cannot renew the material.



4. The actual new due date will be determined by the lending library. You will receive an email letting you know whether or not the item has been renewed and if it has been renewed, the new due date.

Returning Materials: Items must be returned by the due date to the ILL Office , 2nd Floor North of the University Library, the Circulation Desk (1st Floor Atrium) or the Reference Desk (2nd Floor North). Overdue charges assessed by the lending library must be paid by the patron. Patrons who consistently disregard due dates may be refused further service.