

This tutorial will walk you through setting up your ILLiad account. ILLiad is the electronic system used to request an item through Interlibrary Loan. The name ILLiad is an acronym for **I**nter **L**ibrary **L**oan **i**nternet **a**ccessible **d**atabase. By having an ILLiad account you are able to request materials that Wiggins library does not have from another library.

The easiest way to set up your ILLiad account is by going to the library's homepage ([www.lib.campbell.edu](http://www.lib.campbell.edu))

Where you'll find a link to interlibrary loan which is under the quick links section. Once you've clicked the interlibrary loan link from the library's homepage you are then taken to the interlibrary loan website where you will see a description of what interlibrary loan is and you will also see a link to log into ILLiad.

When you click this link it will take you to the ILLiad logon screen where you will then enter in your webaccess username and password. This is what the logon screen for ILLiad looks like you will notice you will use your web access username and password to login to ILLiad. The first time you sign in you will be prompted to fill out a form which I will show you next. Returning users, after you have signed in with your webaccess username and password, you will go directly in to ILLiad account.

The first time you log into ILLiad using your webaccess username and password you will see a form that looks very similar to this one, this form only has to be filled out once. And let me walk you through what some of the fields are that you'll be filling out.

We will start filling out this form by putting your first name, last name and then your id number this is simply your Campbell ID. For the preferred notification method by selecting email here this allows our interlibrary loan department to send you an email to notify you that your interlibrary loan material is ready for you. Email you're going to want to put your Campbell email address in there. Daytime phone put the best number where you can be reached during the day.

For preferred article delivery method you're going to use the drop down menu and select hold for pick up. And the same for preferred loan delivery method you will use the drop down menu there and select hold for pick up. Our Extended campus students will select Mail to address, for the address field you're going to use your current mailing address.

For status you will use the drop down menu to choose an option that best describes your status here at Campbell, faculty, staff, student. For department you will use the drop down menu there and choose the department that closely resembles your major or the department that you work in. For delivery location you're going to select the ILL office this is where your books and other materials will arrive and we will hold them here for you.

For the username and password fields you are going to use your web access username and your web access password.

Once you have all the fields filled out, then you are ready to submit your form.

Now that you have logged in to your ILLiad account. You can now place a request for an ILL material such as a book or an article or even a book chapter. Also through your ILLiad account you can view your history and see what items you've requested in the past. You can also see what items you have currently checked out, and you can view your electronic journal articles that have been filled here.

You will be sent an email that tells you your journal article is now available in ILLiad and you would login to ILLiad and you would see your article appear on this screen and you'd be able to view those upwards of thirty days.

If you are requesting a journal article that Wiggins Library does not have this is what the request form would look like for an article note the fields that have a red asterisk are required fields so you want to make sure you include that information when you're requesting a journal article. Notice things like article title, article author, not wanted after date this is the date that if the article comes and it's too late if it's past your paper deadline you'd want to include that date there. Any other information that you have about the article that would help expedite the process you can go ahead and include that information in this form wherever you see fit. Once you have this formed filled out then you may hit the submit request button.

Here is what the form for a book request looks like, again the fields with red asterisk are the required fields, but the more information you can provide, the more helpful it will be as we try and fill your interlibrary loan request.

When your interlibrary loan material has arrived, you will be notified and this is what the notification screen will look like. You can get to this notification screen by going to notifications which is listed under the view section. Sometimes when you are using OneSearch you will find an article or book that Wiggins Library does not have access to, when that happens you will see a screen that looks similar to this one. You will see though there is a link that you can click on to submit a request through interlibrary loan.

Once you click that link submit a request through interlibrary loan, you are then prompted to log into your ILLiad account, after logging into your ILLiad account you will see that all the appropriate fields are automatically populated in the request form with the information of the book or article that you are requesting. At this point once you have verified that the fields are filled out correctly you can then hit the submit request button.

If you have any questions about creating an ILLiad account or about Interlibrary Loan please feel free to contact a librarian and we will be more than happy to answer your questions. You may contact us by phone, email, in person or by chat.