

# Interlibrary Loan & Distance Learners

## What Is Interlibrary Loan?

Interlibrary Loan (ILL) is a library service available to all ISU students.

We will deliver circulating materials (except for browsing media) owned by the ISU Library. Due dates conform to ISU circulation policies. We can also obtain materials not found at the ISU Library where the due dates are determined by the owning library.

Using a web program called ILLiad you can submit, view, and check the status of a request, and renew your ILL items from any computer.

Articles are made available to you digitally for viewing, saving or printing the PDF.

## What Are The Restrictions?

- ✓ You must be affiliated with ISU.
- ✓ You cannot request current ISU textbooks.
- ✓ You should allow 10-20 business days to receive items.
- ✓ **You are responsible for any return postage and insurance for books and other loans.**
- ✓ Before requesting articles, check the Electronic Resources list for full text availability. A pop-up may ask you for your ID and password; enter your ISU Portal ID and password.

## How To Get Started With ILLiad:

Go to the ISU Library home page <http://library.indstate.edu/> Under “for Students” click “**Interlibrary Loan.**”

If you have not used ILL before, click on “**Create an ILLiad Account**” and fill in your personal information. You need to create a special user ID and password to logon.

The ILLiad main menu on the left side of the page features forms and links to view your requests. There is an alert section on the right side of the page for special messages from ILL.

### ▪ New Request

- ↳ Article
- ↳ Book or Other Loan
- ↳ Book Chapter
- ↳ Conference Paper
- ↳ Thesis/Dissertation

Fill out the form and submit it.

*If you access a citation for a loan or article through a database such as EbscoHost or WorldCat, then click on the ILL link in the database to have the form filled out for you automatically!*

You will receive email notifications when

- your articles are ready to view
- loan items are at the Circulation Desk
- if your request was cancelled
- if ILL has a question about your request

## How To See Your Articles:

You can access your articles two ways:

- Click the direct link to your article provided in the notification email
- Log on to your ILLiad account and click on “Electronically Received Articles” from the left side of the main menu

## How To Renew ILL Items:

- On the left side of the main menu, click ‘Renew Items’ or ‘Checked Out Items’
- Next click on the Transaction Number of the item you wish to renew
- Then click on the RED ‘Renew Request’ text. If you do not see the “renew” at the top of the page you cannot renew the item. If you have questions, contact ILL.
- Your new temporary due date will appear in the upper left corner.
- You will receive an email from ILL once the owning library assigns the permanent due date.

## Contact Information:

**Phone: 812-237-2566**

**Email: [ISU-libill@mail.indstate.edu](mailto:ISU-libill@mail.indstate.edu)**

**Interlibrary Loan Hours**

**8:00 a.m.– 4:30 p.m. M-F**