Using ILLiad to Request Materials Not Available at the University Libraries

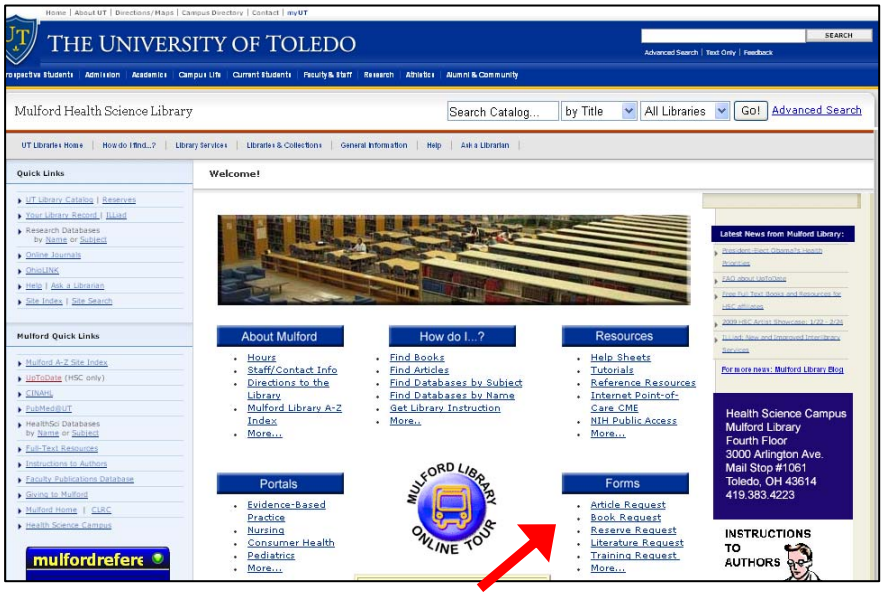
The University Libraries uses a system called ILLiad for ordering materials not available at our library or through OhioLINK. If at any time you need assistance using ILLiad, please contact Mulford Library at 419.383.4225 or *MulfordCirculation@utoledo.edu*.

Benefits of Using ILLiad

- Your personal information (name, address, phone number, etc.) will only need to be entered once into the system (when you create you account), rather than with every request.
- Problems relating to reading handwritten forms will be eliminated since all requests will be typed. Requests will be processed more quickly.
- Your requests and photocopies will be filled more quickly using electronic delivery.
- You will be able to get information about the status of your requests online at anytime from anywhere.
- You will have access to your request history for use in the future.

Setting up an ILLiad Account

To order an article using the new system, start by clicking on the link *Article Request* on the Mulford Library's homepage, under the Forms heading. This will connect you to the ILLiad system for the Health Science Campus. (If you click on the ILLiad link in the Quick Links menu, it will connect you to the Main Campus ILLiad; you will need to then click on the link for Health Science Campus users.)



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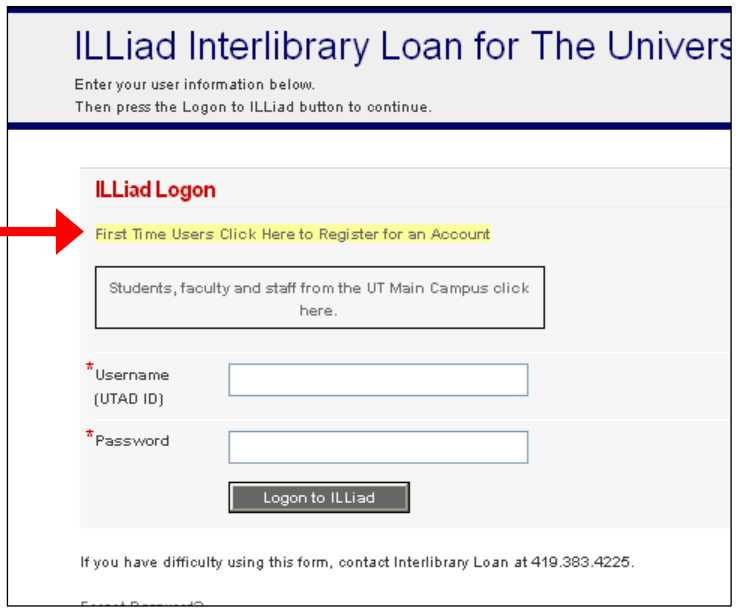
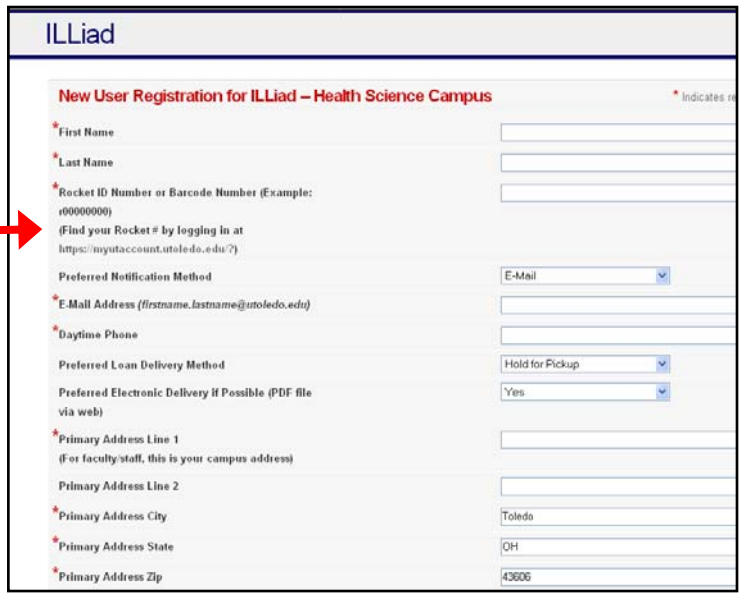


In order to set up an account, click on the yellow highlighted area for first-time users.

The next page (not shown on this guide) is an informational page with details pertaining to a username and password, copyright information, and access to a FAQ (Frequently Asked Questions) page. *Please take the time to read through the entire section, especially the information pertaining to copyrights and questions that you may have once you become an active user.*

At the bottom of the informational page, click on the icon for *First Time Users Click Here* to create an ILLiad account.

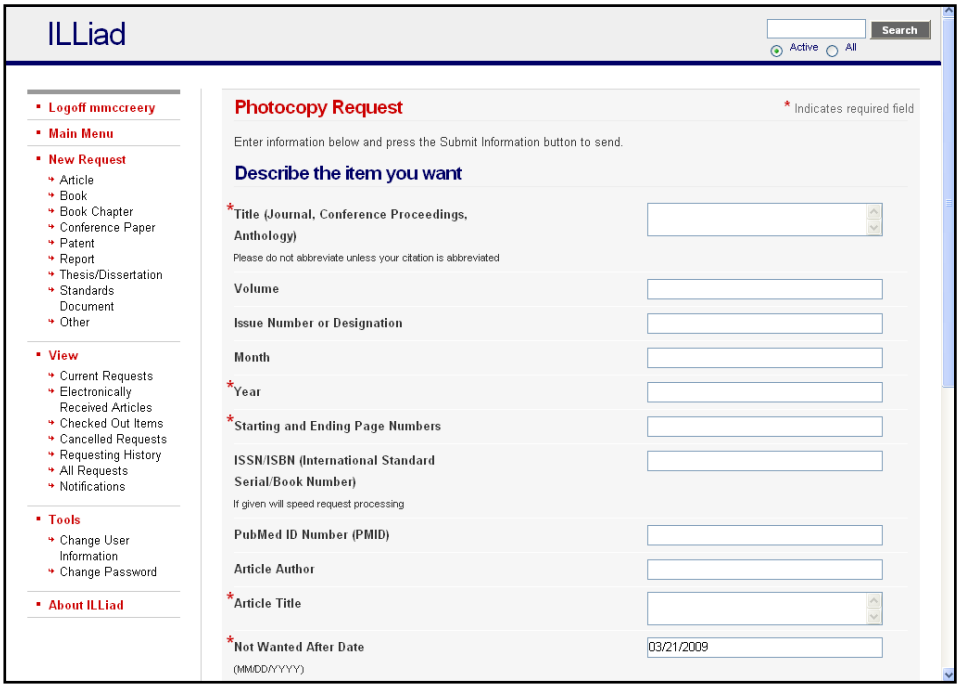


The new user registration form requires that you enter your Rocket ID number for the set-up process. You may locate your Rocket ID number by logging in at https://myutaccount.utoledo.edu/?

We recommend using your UTAD username as your username for ILLiad. For security's sake, do ***not*** use your UTAD password; select another.

Submitting a Request using ILLiad Manually

Once you have successfully completed the steps to establish an account in ILLiad, you are now ready to begin using the new system for ordering your interlibrary loan items.

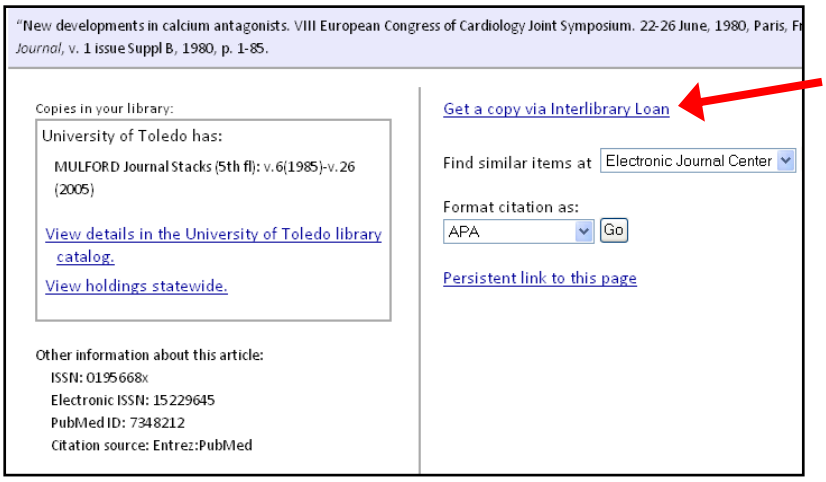


Here is the form used for article requests. Complete as much of the form as you can, then click on the submit link at the bottom of the page.

There are also request forms for books that are not available through OhioLINK, theses, conference papers, patents, and more.

Submitting a Request using ILLiad using OLinks

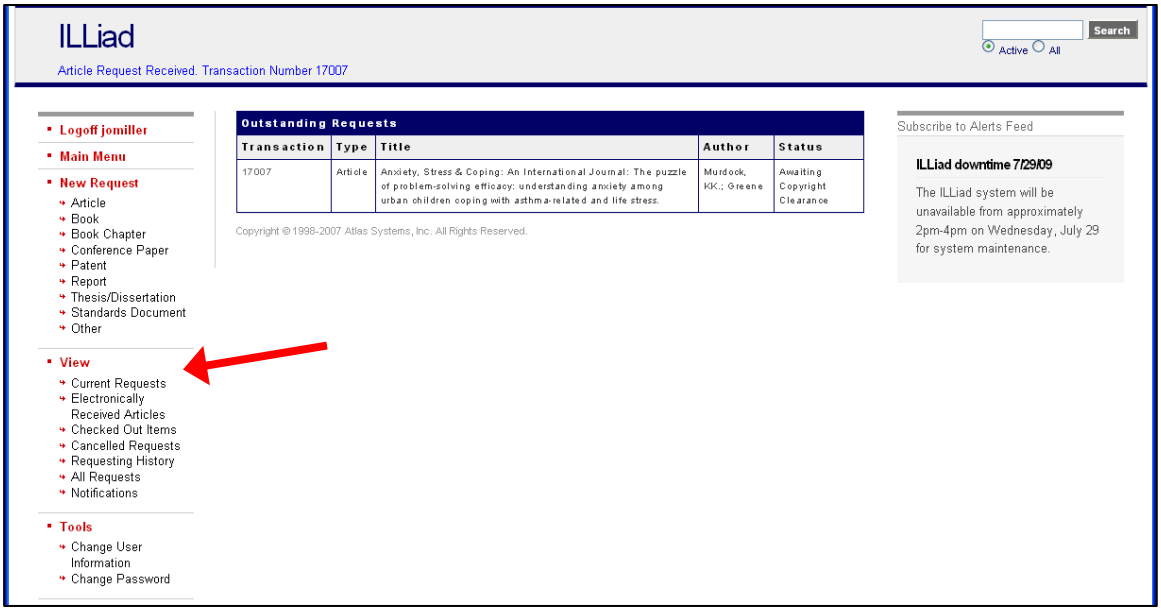
After you have established your ILLiad account, you may access the ILLiad ordering forms directly from the database you are using (such as PubMed@UT) by clicking on the *Find it with OLinks* button for the article. In the OLinks window, there is a link for Get a copy via Interlibrary Loan.



After clicking on the link, you should see your ILLiad logon page open asking you to login. Once you login, the request form will open with the article information filled in.

Obtaining Articles and Photocopies

When the system receives the electronic copy of the article or other copy, you will receive an email informing you that the article is available for printing or downloading from your ILLiad account. Login to your account and look in the View section.



Click on the links to view your outstanding requests, the articles that have been received electronically (that you can view, print, and/or download), items you've checked out, and requests that have been cancelled. You can also review your requesting history and the notifications you have received about requested materials.

Need Help?

If you need help using ILLiad or have questions about requesting materials from other libraries, please contact Mulford Library at 419.383.4225 or *MulfordCirculation@utoledo.edu*.

Latest update: 29 July 2009