

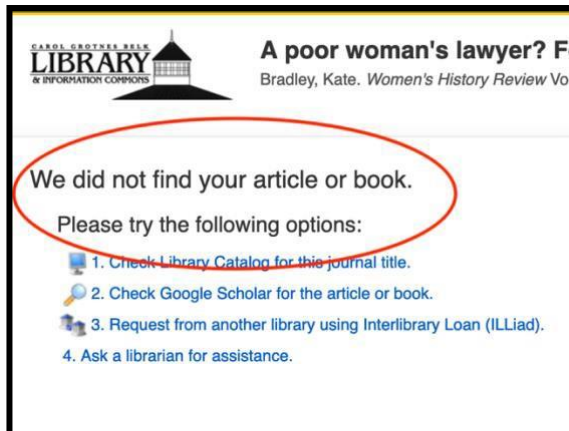
How to Request an Interlibrary Loan

This tutorial will cover:

- [What is interlibrary loan/ILLiad](#)
- [How to use ILLiad from the library website](#)
- [How to Use ILLiad from a Library Database or Catalog](#)

What is Interlibrary Loan/ILLiad:

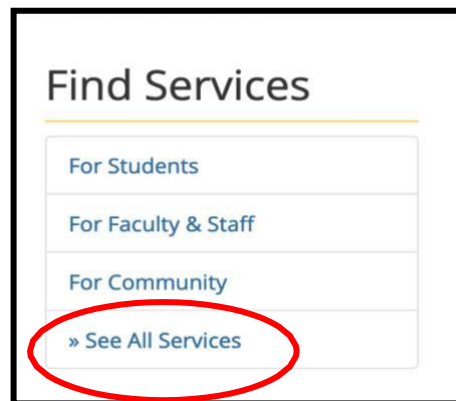
When searching the library databases for items including books and online articles, there may be times that you are unable to locate the content in the library's catalog or databases.



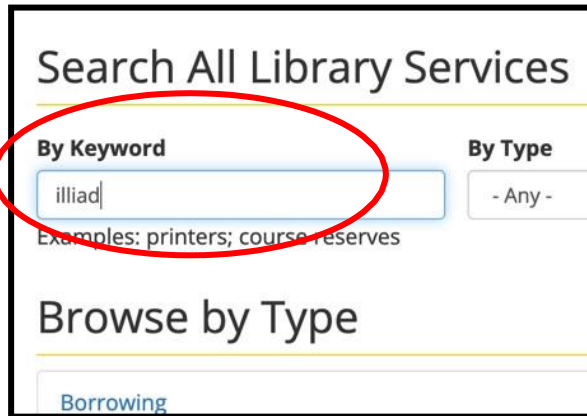
Interlibrary loan is a way for students, faculty, and staff to request items from other libraries that are not available via Appstate libraries. An online software system called ILLiad is used for the interlibrary loan service. This is a free service.

How to Use ILLiad From the Library Website:

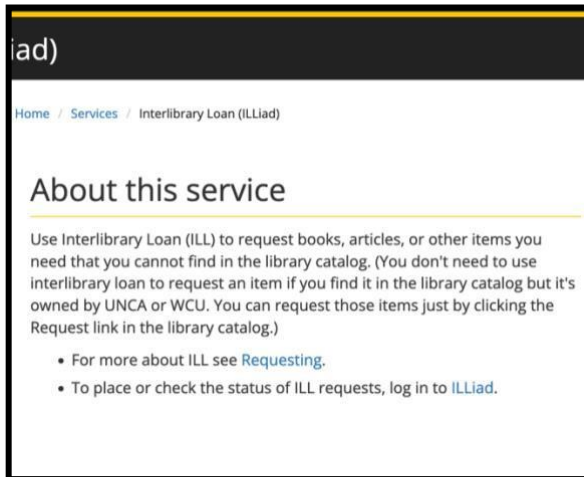
1. Navigate to the library's homepage, library.appstate.edu.
2. From the top right 'Find Services menu', click 'See All Services.'



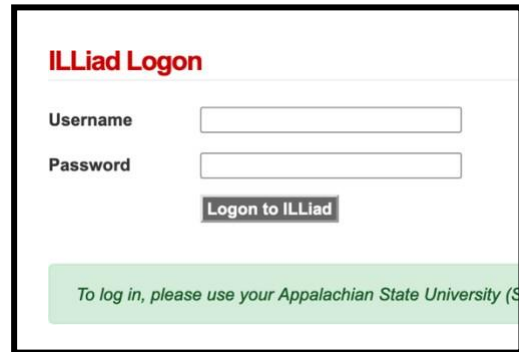
3. Search by keyword by typing in 'illiad'



4. Click on interlibrary loan, Illiad, and then click Illiad once more to access the login page.



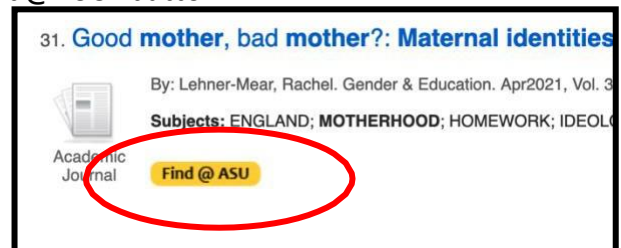
5. First time users should read the [first-time user information](#). You may also want to read the [frequently asked questions page](#).
6. After reading the suggested information you can log in with your Appstate username and password.



7. Once you sign in you will be able to request and view your materials using the links on the left. You will find a list of materials you can borrow under new request.
8. Choose one of the request options and fill in as much information as you can. Click submit.

How to Use ILLiad From a Library Database:

When you perform a search in a library database, sometimes you will see a 'find@ASU' button.



1. Sometimes clicking on Find@ASU will take you to the article, sometimes it will not. If you are unable to locate the item via other methods such as a Google Scholar search, you can click the link that reads 'request from another library using interlibrary loan' and it will take you to the ILLiad sign-in page.

If you have any questions or issues requesting materials please [contact a librarian](#).



2. Most of the time the system will pre-populate the information from your search after you sign in. Double check the accuracy of the information and then submit your request.
3. You will receive an email notification when your request is available. Most electronic items like articles or book chapters will take up to five business days to arrive and can be found under electronically received articles, but books can be picked up from the circulation desk.