Everything you ever wanted to know about your ILLiad user account

Frazar Memorial Library
McNeese State University
Lake Charles LA

Interlibrary Loan (ILL) Office
337 475 5726
illdept@mcneese.edu
An ILLiad User Account was created the first time you used interlibrary loan services.

This account stores all the interlibrary loan requests you have ever made.

Your ILLiad user account is valid as long as you are a part of the McNeese community.
Your ILLiad user account is available through the Interlibrary Loan page of the Library’s website: http://library.mcneese.edu
Access your account by clicking on “Review your account”

ILLiad, the McNeese Library's Interlibrary Loan system, allows you to request materials, track their status, edit requests, and renew materials online. If we created an account for you, logon with the username on your registration email and password "ill". Change your password once you have logged on.

If you’ve forgotten your ILLiad account user name and/or password, just contact the Interlibrary Office: illdept@mcneese.edu or 475.5726

Information
- What is Interlibrary Loan?
- Who may use ILL?
- What can be borrowed?
- Is there anything I can’t get?
- How long does it take?
- Distance education students
- LALING Cards
- Anything else I should know?

Procedures
- How do I borrow ILL materials?
- Can I get electronic delivery of my article requests?
- How do I ask for electronic delivery?
- How will I know when ILL items arrive?
- Where do I pick up & return ILL items?
- How long do I get to use ILL materials?
- Can I renew an ILL book?

Contact Information
- Request a Book
- Request an Article
- Review Your Account
- M-Fri. 7:45 a.m.-4:30 p.m.
Enter your ILLiad Username and password. If you forgot either, contact the ILL Office.

For first time interlibrary loan users needing to set up an ILLiad user account.
Your account main menu is divided into three sections:

**Make a New Request**

- Article Photocopy
- Book

**Review Requests**

- View/Modify Outstanding Requests
- View/Download Electronically Received Articles

**Review Personal Information**

- Change User Information
- Change Password
There are different forms for different types/formats of requests

- Article Photocopy
- Book loan
- Thesis or Dissertation loan
- Conference paper copy
- Book chapter copy
- DVD/Videocassette loan
- CD/Audiocassette loan
- Patent (loan or copy)
- Report (loan or copy)
- Standards Document (loan or copy)
- Other (loan or copy)

There are also links to the request forms from most of the Library’s databases, including WorldCat.
Beginning of the Photocopy Request form

When finished, click on “Submit Request”
Click on “order through ILL.” You will be taken to the ILLiad user log in screen.
Log into your account and the necessary information is automatically provided on the request form. Just click on “Submit Request” at the bottom.
You successfully requested an item when a transaction number appears on the screen.

Note: All loan requests are called “Book Request”
Click on “ILL form.” You will be taken to the ILLiad user log in screen. Log into your account and the necessary information is automatically provided on the request form. Just click on “Submit Request” to request.
You can monitor:
1: new pending requests.
2: view electronic delivery.
3: check current requests or 3: ask for a renewal.

4: see all requests that you ever received.
Or 5: retry on an earlier unsuccessful request.

Review Requests:

1. View/Modify Outstanding Requests
   - Use this button to view and edit your outstanding requests, including detailed request information and statuses.

2. View/Download Electronically Received Articles
   - Use this button to view items that you have received for web delivery.

3. View/Renew Checked Out Items
   - Use this button to view items that you have checked out along with due dates and a method to renew your loan.

4. View Request History
   - Use this button to view your completed requests.

5. View/Resubmit Cancelled Requests
   - Use this button to view items that have been cancelled either by you or the InterLibrary Loan staff. You may resubmit these items with more complete and/or accurate information.
View/Modify
Outstanding Requests

New requests stay in this section until the material is received at McNeese, or the request is cancelled.

For request details, just click on Transaction Number.

Note: “Request Sent” shows that the request has been sent out to other libraries. It does NOT indicate that it has yet been sent to McNeese.
To edit or cancel a request, just click that box. Note: This will not affect requests already in “request sent” status.

Specifics on a request.

A specific due date indicates that a library has agreed to supply, BUT the item has not arrived yet.
If you have chosen to receive electronic delivery through Odyssey…

Here is where you can access the electronic copy files after they are received at McNeese.

Click on Transaction number to retrieve.

You can view, print, email, or down loan and save it. These stay in your ILLiad user account for at least 30 days. You can even delete those you no longer need.
Once a loan is received, it is processed & checked out to you on ILLiad. You are notified that the item is ready to pick up at the Circulation Desk. Don’t forget your ID!

Click on Transaction Number to view complete information, or to request a renewal,
To request renewal, click Request Renewal.

Note: This sends your request to the Interlibrary Loan Office which officially requests more time from the lending library.

Must be "YES" to ask for a renewal.
When you electronically make a renewal request, you get this information.

You will be contacted when your request for renewal is approved, or denied.
View Request History

Click for details of completed/finished requests
Click on Transaction number for details.

<table>
<thead>
<tr>
<th>Transaction Number</th>
<th>Document Type</th>
<th>Title</th>
<th>Author</th>
<th>Status</th>
<th>Status Date</th>
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<tbody>
<tr>
<td>4204522</td>
<td>Article</td>
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<td>Cancelled by ILL Staff</td>
<td>9/21/2006 2:41:37 PM</td>
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<tr>
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<td>Bowling, Drew C.</td>
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<td>2/28/2007 2:10:19 PM</td>
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<td>mc, myself &amp; I</td>
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<td>5/31/2007 7:32:06 AM</td>
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<td>Drake &amp; Spellman</td>
<td>Cancelled by ILL Staff</td>
<td>7/12/2007 6:45:13 AM</td>
</tr>
</tbody>
</table>
Check reason for cancellation before submitting. Click “resubmit request” to resubmit.

You can also contact the Interlibrary Loan Office to discuss your options.
Times to update your User Information

- New address
- New telephone number
- New email
- Select Odyssey electronic document delivery: change “Prefer Electronic Delivery of article photocopies if Possible” to YES
HINT: If Interlibrary Loan set up or reset your account, the password is **ill**

Use “password hint” to help you remember.

*The End!!*