Registering for Interlibrary Loan

Interlibrary Loan is a service that allows patrons to access materials that are not available in the library. This guide will help you register for ILL.
There are three links from the homepage to Access Interlibrary Loan. One is through the gray menu bar under Library Services where there is a link to Interlibrary Loan. The other is on the page directly Under Resources the “Inter-library Loan” link. The third is through the Borrow from other libraries link to the left.
The links will take you to this screen. Be sure to read the information on this screen especially in regards to checking the library catalog first and the USMAI catalog for availability through Intercampus loan. For articles check citation linker to verify that the article is not available in any of the Libraries Electronic Databases. If you have already done this you can click on the Connect to ILLiad link.
This screen will allow you to login to Illiad if you already have an account. You will always see this screen when you link to illiad. To register for Illiad you will click the first time users link as shown.
This screen explains why we are asking for personal information as well as explaining about copyright and the FAQs of ILL. Read this information and then click the “First Time Users Click Here” button.
Complete the new user registration form. Use the two letter abbreviation for the State (MD, VA, etc). When you enter your last name at the bottom of the screen you will need to remember exactly how you typed it in to log on in the future. It is case sensitive. Also make sure that the barcode is correct. We will not clear patrons that do not have a matching barcode and record in the Aleph system.
When you have completed the first time user registration or have logged in you will see this screen. You can do a number of things from this screen including ordering books, and articles. Book requests are done by clicking books and articles by clicking photocopy.
In the View options you can see outstanding requests (default) Articles that have been received electronically, items that are checked out, items that have been canceled and other information dealing with requests.
Under Tools you can also change your personal information if you have moved, changed emails or have a new phone number.