Start Using ILLiad
for Interlibrary Loan at Zondervan Library

Who can use ILLiad?
Every Taylor University student, staff, and faculty member has access to ILLiad, Zondervan Library’s online Interlibrary Loan (ILL) system.

What is the Process?
Below are the steps you need to follow to get started, including Setting up your Account, Using the Main Menu in ILLiad, and Requesting Items through Databases and WorldCat Research Station.

Setting up your Account:
1. Click on the ILLiad button in the Interlibrary Loan section of the Zondervan Library’s home page (a link is also available in the dropdown navigation).

2. A page entitled Central Authentication Service (CAS) will open. Enter your Taylor username and password to login. After logging in, you will be immediately redirected into ILLiad.

3. The first time you log in to ILLiad, you will see the Change Personal Information page, where you need to fill out standard personal information fields. Identify yourself as student, faculty, or staff in the Status dropdown, and select the department in which you study or work from the Department dropdown (see next page).

Please note: Most of your personal information can be updated after creating your account by choosing the Change User Information link under the Tools section at the bottom of your ILLiad main menu, if, for example, your on-campus address changes each year you are a student.
4. The password needed to access this account will be the same as your Taylor password. Whenever you have to change that password for your Taylor account, your ILLiad password will automatically change.

**Using the Main Menu in ILLiad:**

ILLiad provides quite a few options to give you more information about and control over Interlibrary Loan requests. From the Main Menu, you can:

- Submit a request by clicking on the appropriate resource format and filling out a form with citation information.
- View your outstanding Interlibrary Loan requests and check on their statuses.
- View your electronically-received articles.
- Renew or view your checked out, physical Interlibrary Loan items (e.g., books).
- View the history of all of your Interlibrary Loan requests.
- View notifications sent to you (which you should have received in your registered email inbox) by Interlibrary Loan staff regarding your requests and their delivery/receipt.

**Requesting Items through Databases and WorldCat:**

You can make Interlibrary Loan requests directly from the Library’s available databases or from WorldCat Research Station. *(Instructions for submitting a request on next page.)*
When you encounter an item you would like to request via Interlibrary Loan:

1. Click the *Request Item through Interlibrary Loan* link.

2. You will be prompted to log in to ILLiad via the login page (see above example).

3. After logging in, a form will open in a new tab. The form should have most of the citation information already filled out for you! **PLEASE CHECK** that the Author and Title fields match the citation exactly.

4. Once you have reviewed the form and ensured that all fields of the citation are accurate, click *Submit Request*.

Please note: If you do not wish to submit the request, you can choose *Cancel – Return to Main Menu*, and you will be taken back to ILLiad’s Main Menu.

**Remember:**
- You will be notified via your registered, Taylor email address when your items arrive.
- You will be notified via your registered, Taylor email address if issues arise with your request, such as if the title/author information is not correct. You may be asked to fix and resubmit the request if some of the citation information is incorrect.

**Who to Contact:**
- With questions regarding setting up your account, submitting requests, and navigating the ILLiad interface, please contact Lana Wilson, Assistant Director and Research Librarian - (765.998.5267) inwilson@taylor.edu.
- With questions regarding specific ILL requests, please contact the Interlibrary Loan Office - (765.998.5530) ill@taylor.edu.