



Ferris Library for Information, Technology and Education
Guide to ILLiad and Interlibrary Loan

This guide covers all the basics of Interlibrary Loan (ILL) at Ferris State University.

What is Interlibrary Loan?

ILL offers Ferris State University patrons the opportunity to request and receive materials that are not owned by the library. Additionally, students taking classes from off-campus from a Ferris satellite location may also request materials that Ferris does own. Through ILL, you have access to the circulating book collections of library systems from around the nation. Additionally, you can also request photocopies from periodicals that are not owned in the Ferris Library collections.

What is ILLiad?

ILLiad (Interlibrary Loan Internet Accessible Database) is the computer-based system you use to request books and photocopies through Interlibrary Loan. With your ILLiad account you can request books, videos and photocopies from other libraries. Additionally, your account allows you to revise your requests, check the request status, request renewals of ILL items, see your request history, and allows you to update your ILLiad information.

How do I get an account?

Open any browser. Access the ILL main page at <http://www.ferris.edu/library/interlib/homepage.html>. This page can also be found on the main library page under Student or Faculty Services. Click on the "First Time Users" link.

ILLiad at Ferris State University

Enter your user information below.
Then press the Logon to ILLiad button to continue.

ILLiad Logon

* Username	<input type="text"/>
* Password	<input type="password"/>

Logon to ILLiad

[Forgot Password?](#)
[First Time Users](#)

Copyright © 1998-2006 Atlas Systems, Inc. All Rights Reserved.

Complete the registration form completely. Your user name can be anything of your choosing. We do prefer Ferris email accounts for your email address.

New User Registration for ILLiad * Indicates required field

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Staff/Student ID Number or Library Barcode Number	<input type="text"/>
*E-Mail Address (Ferris Account Preferred)	<input type="text"/>
*Daytime Phone	<input type="text"/>
Electronic Delivery is the Default (PDF file via web)	<input type="text" value="Yes"/>
*Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
*Address City	<input type="text"/>
*Address State	<input type="text"/>
*Zip Code	<input type="text"/>
Status	<input type="text" value="Choose a Status"/>
Choose a Department	<input type="text" value="Choose a department"/>
*Choose a Username <small>Case sensitive</small>	<input type="text"/>
*Choose a Password <small>Case sensitive</small>	<input type="text"/>
*Re-enter Password <small>Case sensitive</small>	<input type="text"/>

Once you have completed the form, you are able to use ILLiad to place requests.

How do I place requests?

Once you have created an account in ILLiad, you have options on the way you can place your requests. For **articles**, we recommend using the “Find it” links in most of our databases. To use, search in a database for your article. Find your relevant citation and click on the Find it button. (In some instances, it may only be a link). Clicking on this will search for the article in other databases, or our local holdings. If not available from those sources, you can click on “Request document via Interlibrary Loan” button to request the article.

SFX Services for this record

Title: Executive function in charge syndrome.
Source: Neuropsychology, development, and cognition. Section C, Child neuropsychology [0929-7049] Hartshorne yr:2007 vol:13 iss:4 pg:333 -44

ILL

Request document via **Interlibrary Loan**

After clicking on “go”, you will then login to your ILLiad account, and the citation information will fill in the request form automatically. All you need to do is press submit and your request is submitted to the ILL staff for processing.

- **Logoff scottd**

- **Main Menu**

- **New Request**
 - ↳ Article
 - ↳ Book/Video
 - ↳ Book Chapter
 - ↳ Thesis (Hard to obtain)

- **View**
 - ↳ Outstanding Requests
 - ↳ Electronically Received Articles
 - ↳ Checked Out Items
 - ↳ Cancelled Requests
 - ↳ History Requests
 - ↳ All Requests
 - ↳ Notifications

Article Request

* Indicates required field

Enter information below and press the Submit Information button to send.

Describe the item you want

<p>*Title (Journal, Conference Proceedings, Anthology)</p> <p><small>Please do not abbreviate unless your citation is abbreviated</small></p>	<input type="text" value="Neuropsychology, development, and cognition. Section C,"/>
<p>Volume</p>	<input type="text" value="13"/>
<p>Issue Number or Designation</p>	<input type="text" value="4"/>
<p>Month</p>	<input type="text" value="7"/>
<p>*Year</p>	<input type="text" value="2007"/>
<p>*Inclusive Pages</p>	<input type="text" value="333-44"/>

For articles not searched from a database, you can login to your ILLiad account, and enter the information into the article request form. Be as complete as possible to ensure we request the correct article.

For **books** or other items (i.e. videos) you can search Worldcat for the item and use the ILL button there. This will work similarly to the article method mentioned above. Additionally, you may complete the book request from manually from the main menu after you login.

How long does it take?

Most articles take about 2 – 3 days to arrive. They are delivered to your ILLiad account and an email is also sent alerting you to the arrival. The articles will be in PDF format, so make sure you have a copy of Acrobat reader on your local machine. You are also free to check your account at any time to see if any articles have arrived (in case your email is full). Books will take approximately one week to arrive and need to be picked up in the library. An email will be generated when they arrive.

What if I have questions?

Feel free to contact the ILL staff listed below. We will try to get back with you within one business day.

Access Services Librarian
 David Scott
 231-591-3540
scottd@ferris.edu

ILL Assistant
 Kelly McNeill
 231-591-3641
mcneilk2@ferris.edu