Purpose of Interlibrary Loan: Interlibrary Loan (ILL) is a free library service that allows CNU faculty, staff and students to request items not available at the Paul and Rosemary Trible Library. Only current students, faculty and staff of CNU are eligible to use ILL services. Community patrons should check with their local public library for ILL services.

IMPORTANT: Due to the volume of requests received and our desire to have requests processed in a timely manner, undergraduate students are limited to 15 requests per week and graduate students and faculty members are limited to 30 requests per week.

Types of Requests: ILL will send a request for most any type of material: book, journal article, dissertation, etc. However, please be aware that most libraries do not lend rare books, reference books, computer software or new books. Also, a dissertation/thesis is usually only available through ILL from the college or university where it was written and may only be loaned if the school has a circulating copy.

We use a program called ILLiad to handle all interlibrary loan requests. ILLiad allows us to keep track of requests, reduce errors and get items to you faster. Filling out the proper form in ILLiad is important. Only requests received through ILLiad and filled out on the proper request form (Book, Article, etc.) are accepted. Requests that are emailed to us will be returned unfilled. In cases where you are unsure of the media type or you genuinely need assistance with what category your request falls in, use the form labeled "*Other (Free Text)."* We will do our best to find exactly what you are looking for and the more information you provide, the better we can get just what you want.

Although there are no fines for ILL, repeated abuse in the form of overdues will not be tolerated and will result in being suspended from using ILL for a semester or longer. We take overdues very seriously since it can impact other users and result in other libraries blocking our borrowing privileges.

Delivery: As items come in, we process them and get them out to you in several ways. All physical loans (books, DVDs, etc) must be picked up at the Circulation Desk and returned to the Circulation Desk. We will not ship books to your campus or home address. Once you pick up a loan, the item is in your care and is your responsibility. Articles, in most cases, come in electronic form, and will be available through your ILLiad account. Those we cannot scan must be picked up at the Circulation Desk.

First Time User Registration Instructions

From the **Trible Library** homepage:
(http://library.cnu.edu)

Click on **ILLiad Form (ILL)**
(http://ill.cnu.edu/illiad/logon.html)

Next, click on **First Time User.** Scroll down to the bottom of the page and click on **First Time Users Click Here.**

Enter your personal information in the fields listed. You will only need to enter this detailed information once, so please take the time to enter all that you can – it will help the process & delivery of your requests. Keeping this information up-to-date is important.

E-mail address – only an @cnu.edu e-mail address will be initially accepted. Once you register, you can change you**r** address. Please note that email is the primary method of notification for ILL. We notify you of items coming in and when an item is overdue.

Delivery method – Books will need to be picked up at the library circulation desk. Articles will only be delivered electronically if at all possible.

Create a unique **Username** and **Password** which you will use to access your ILLiad account from now on. Then re-enter the password to verify it.

Once you are done, click on **Submit Information** to finish creating your account.

You will then see the **Main Menu** on the right side. This is where you can place new requests.

The **Main Menu** for ILLiad will appear, showing available options. Any outstanding requests will appear in the center of the page. These options are shown here ➔

ILLiad

- **Main Menu**

- **New Request**
  - ➔ Article
  - ➔ Book
  - ➔ Book Chapter
  - ➔ Conference Paper
  - ➔ Thesis
  - ➔ Other (Free Text)

Under **New Request**, you will see the options to request an article, book or something else.

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

Under **View**, you can see outstanding requests that have yet to come in, look at electronic articles that have come in and see what you currently have checked out.

- **Tools**
  - ➔ Change User Information
  - ➔ Change Password

Under **Tools**, you can update your User Information and change your password.

Once you log in you will see a list of outstanding items. You can subscribe to the RSS feed of notifications in addition to getting email updates.

Helpful Tips

Please be clear about the type of material you want to request and fill out the appropriate online form in ILLiad. If there is any ambiguity in the request, it will be canceled. Place the appropriate information in the form from your citation.

For a book:

Author	Title of Book
Joyce, James. Finnegan's Wake New York: Viking, 1959.	

Place of Publication   Publisher   Date of Publication
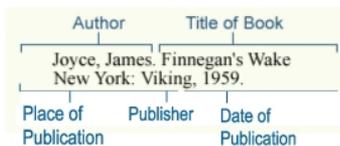
For an article in a periodical:

Author   Title of Article

Malakoff, David. Antarctic Ice Shelf Collapses. *Science.* 295 (5564): 2359, 2002 Mar 29

Title of Journal   Issue   Date
Volume   Page Number
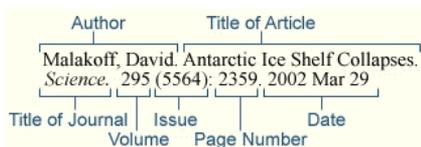
We reserve the right to cancel any request due to copyright restrictions.

If a book or periodical is available at CNU and you cannot locate the item, please inquire at the Circulation Desk. Feel free to request the item once a library staff member has deemed it lost and indicate that in your request in the Notes section of the ILLiad form.

We are able to get other items such as, DVDs, audio books, microfilm/fiche, etc. We are unable to get any rare or international material. It can take up to six months after a title is published for a circulating copy to be found through ILL.

You can place a request for items directly through WorldCat. After searching for and locating an item, click on the item record and you will see a link that says, "Send Request to ILLiad". If you click on this link, it will open a new tab or window in your browser, asking for your login and password for ILLiad. Once you log in, it will populate the form for you.

Please check item holdings in WorldCat by clicking on the "libraries" button in the top left of the WorldCat Item form. This will show who has the item you are looking for.

If you do not have time to wait for an interlibrary loan, please inquire at the Circulation Desk to get a Tidewater Consortium Card that you can use at area libraries. The card is free and lasts for one semester.

INTERLIBRARY LOAN SERVICE

THE PAUL AND ROSEMARY TRIBLE LIBRARY

ILLiad

If we don't have it, we'll find a library that does.