

## INTERLIBRARY LOAN SERVICE

### First Time User Registration for Interlibrary Loan (ILL)


To request an item through Interlibrary Loan, you must first identify yourself to the J. Eugene Smith Library's ILLiad system. To do this you fill out a registration form using your Web browser.

Select "[Interlibrary Loan](#)" from the Smith Library Homepage under Policies & Services.

**J. Eugene Smith Library**  
Eastern Connecticut State University

83 Windham Street, Willimantic, CT 06226, Toll Free 1-877-587-8693

**Find Information**  
Search the catalog:   
[Online catalog - CONSULS \(books/DVDs/CDs\)](#)  
[Databases \(journal articles, images, etc.\)](#)  
[Journal Locator](#)  
[Government Documents](#)  
[Research Guides](#) | [Course Reserves](#)

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[Ask a Librarian](#)  
[Getting Started](#)  
[Login to your library record](#)  
[Pin Codes](#)  
[Suggestion Box](#)

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**Registration has three purposes:**

- Entering your personal information into the ILLiad system means you will not have to supply the information again when making future requests. Having your e-mail and regular mail addresses on file with Interlibrary Loan enables us to notify you promptly and deliver materials accurately when your request arrives in the library.
- By specifying a Username and Password of your choosing, you will have secure access to information about your requests. You will also be able to review the list of items you have requested in the past.

## **About your Username and Password**

During registration, you will be asked to choose a Username and Password. You will use this Username and Password when logging on to the ILLiad system in the future.

### **Username**

Choose anything you like, such as your name, abbreviations, or an alphanumeric code. **We strongly recommend you use the same Username you use to logon to ECSU computers and access your campus email.** This is usually your last name immediately followed by your first initial.

### **Password**

Choose anything you like. We recommend that you follow good security practice and choose a password that is different from those you use to access other systems. ILLiad will encrypt your password, so it will remain secure. Only you will know your password.

## **Important Copyright Information**

### **WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

### **[ILLiad FAQ \(Frequently Asked Questions\)](#)**

Before registering, you may wish to read the ILLiad FAQs. The FAQs may answer other questions you have about the ILLiad interlibrary loan system.

After reading this information, you can press the "First Time Users Click Here" button to continue. (As seen below)



**J. Eugene Smith Library**  
Eastern Connecticut State University

## Welcome to ILLiad, ECSU's Interlibrary Loan system!

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

[Forgot Password? Click Here](#)

[Don't have an account? First Time Users Click Here](#)

**ECSU ILLiad Logon** \* Indicates required field

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

This will bring you to the Registration form where you will fill out all the requested items. Items with an asterisk are required. Click "Submit Information" to send your information.

## ECSU ILLiad

**New User Registration for ILLiad** \* Indicates required field

\* First Name

\* Last Name

\* ECSU ID Number

Preferred Notification Method

\* ECSU E-Mail Address (please use your campus email address)

\* Daytime Phone

\* Primary Address Line 1

Primary Address Line 2

\* Primary Address City

\* Primary Address State

\* Primary Address Zip

Secondary Address Line 1

Secondary Address Line 2

Secondary Address City

Secondary Address State

Secondary Address Zip

Status

Department (Faculty & Staff) or major (Students)

\* Please enter your ECSU username   
Case sensitive

\* Choose a Password. This password will never change and can be anything you want.   
Case sensitive

\* Re-enter Password:   
Case sensitive

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After you have completed the registration form you will be taken to the main menu screen after all subsequent logons. There are several options to the left of the screen as seen below.

**(Logoff, Main Menu, New Request, View, Tools, and About ILLiad)**

# ECSU ILLiad

Choose an option from the choices below.

- **Logoff**

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- **Main Menu**

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- **New Request**
  - Article
  - Book
  - Book Chapter
  - Conference Paper
  - Dissertation/Thesis
  - AV (VHS/DVD/CD)
  - Music Score
  - Other (Free Text)

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

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- **Tools**
  - Change User Information
  - Change Accounts
  - Change Password

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- **About ILLiad**

Outstanding Requests				
Transaction	Type	Title	Author	Status
No Requests				

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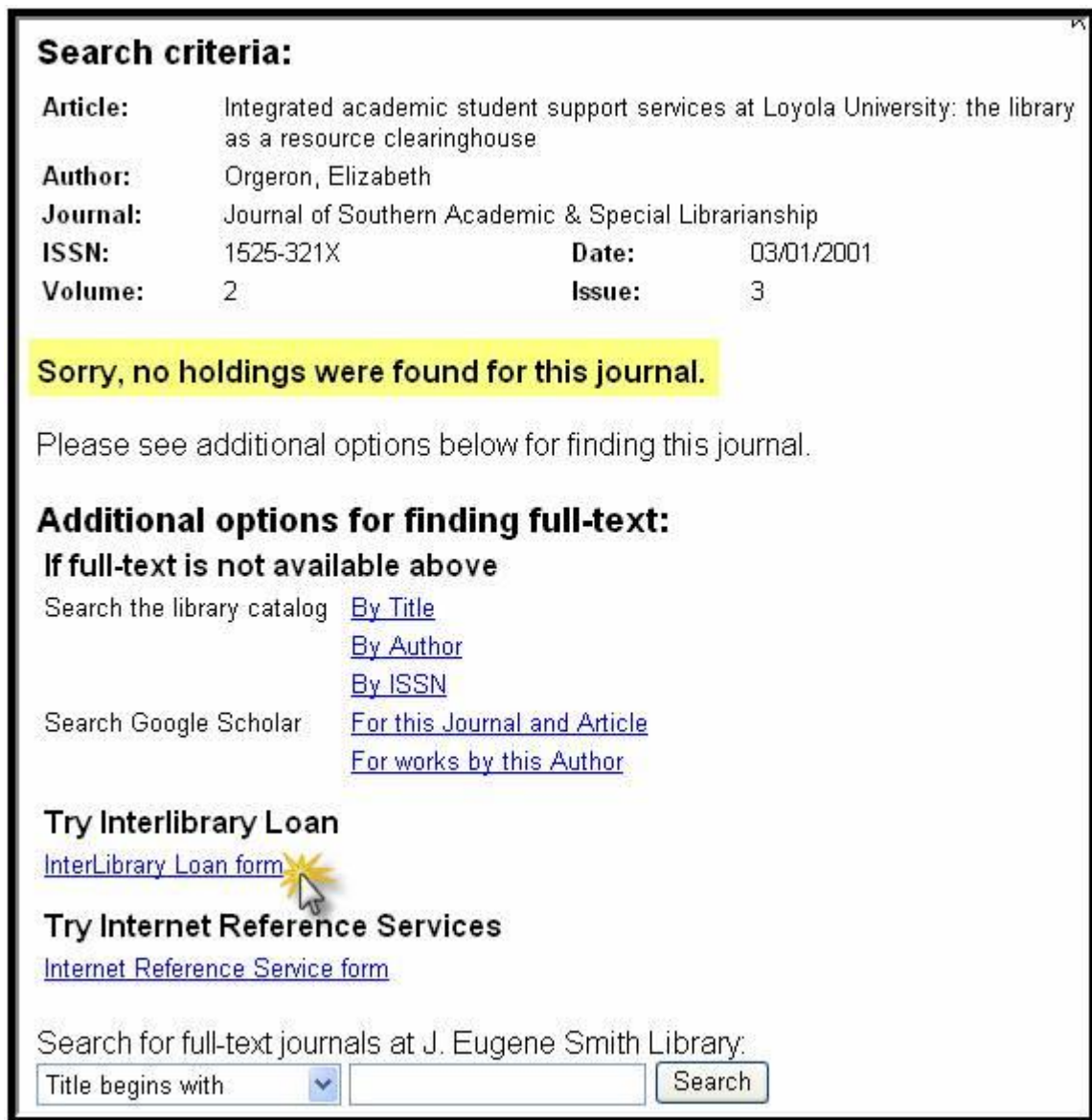
At this point you are able to request articles, books, etc. from other libraries through the "New Request" options.

**IMPORTANT: Know when to use Interlibrary loan and when not to**  
**Always be sure the item you would like to acquire is not available from the Smith Library, either in print form or within our databases. ILL is used to request items that can't be found in CONSULS, the online catalog and journal articles unavailable at ECSU (check our Journal Locator)**

**ILL should not be used for items in the Library collection, unless they cannot be located or they are checked out and cannot be recovered promptly. –Tip: use the “hold” feature to request an item that is checked out. It may be faster than ILL. ILL should not be used for books and AV items in CONSULS that are available for loan from another CSU campus. –Tip: use the CONSULS “request book” feature for other CSU items. Use ILL to request journal articles that are not available or accessible at Smith Library.**

After registering for ILLiad Interlibrary Loan, you can also obtain an Interlibrary Loan within many of our databases. For instance, after locating a particular article abstract (summary) in Academic Search Premier, EBSCOHost and deciding you would like to find the full-text, click the link "Check Article Linker for more information". (See below)

Below is a screen shot of the results after clicking Check Article Linker for more information.



**Search criteria:**

<b>Article:</b>	Integrated academic student support services at Loyola University: the library as a resource clearinghouse		
<b>Author:</b>	Orgeron, Elizabeth		
<b>Journal:</b>	Journal of Southern Academic & Special Librarianship		
<b>ISSN:</b>	1525-321X	<b>Date:</b>	03/01/2001
<b>Volume:</b>	2	<b>Issue:</b>	3

**Sorry, no holdings were found for this journal.**

Please see additional options below for finding this journal.

**Additional options for finding full-text:**  
**If full-text is not available above**

Search the library catalog [By Title](#)  
[By Author](#)  
[By ISSN](#)

Search Google Scholar [For this Journal and Article](#)  
[For works by this Author](#)

**Try Interlibrary Loan**  
[InterLibrary Loan form](#)

**Try Internet Reference Services**  
[Internet Reference Service form](#)

Search for full-text journals at J. Eugene Smith Library:

Title begins with

Note the above highlighted "Sorry, no holdings were found for this journal". This tells us we do not have this particular article available in print form in the library or from our databases. This is where you can select "InterLibrary Loan form"

A nice feature about the ILLiad system is that your information for Article, Book Request, or other form of ILL will be automatically entered on the request form. (See below)

# ECSU ILLiad

Active AI Search

- Logoff robinsong
- Main Menu
- New Request
  - Article
  - Book
  - Book Chapter
  - Conference Paper
  - Dissertation/Thesis
  - AV (VHS/DVD/CD)
  - Music Score
  - Other (Free Text)
- View
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  - Cancelled Requests
  - History Requests
  - All Requests
  - Notifications
- Tools
  - Change User Information
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  - Change Password
- About ILLiad

## Article Request

\* Indicates required field

Enter information below and press the Submit Information button to send

Items that are AVAILABLE in ECSU Stacks or available online through our subscription databases are not eligible for Interlibrary Loan.

[Click here to search the ECSU Journal locator to see if we have your journal in print or electronic format](#)

### Describe the item you want

\* Title (Journal, Conference Proceedings, Anthology)

Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number or Designation

Month

\* Year

\* Inclusive Pages

ISSN/ISBN (International Standard Serial/Book Number)

If given will speed request processing

Call Number

OCLC or Docline UI Number

Article Author

\* Article Title

\* Not Wanted After Date

(MM/DD/YYYY)

Notes

Put any information here that may help us find the item, as well as any other pertinent information.

### Where did you learn about this item?

Where did you find this item cited?

Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.

Date of the work that cited the item.

Volume number of the work that cited the item.

Pages where the item is cited.