**Interlibrary Loan**

**How to submit an ILLiad request**

* On Bailey Library’s website, click on “Find Library Resources” located on the left side of the screen.
* In the middle of the screen, click on “Interlibrary Loan – Request Items the Library doesn’t have”.
* For a dissertation, article or book request, click on “ILLIAD” in blue letters in the middle of the screen.
* You will see “ILLiad Logon”. Type in your *entire* SRU email address and use the *same password that you would use to log on to your campus computer.* Then click “Logon to ILLiad”.
* First time users will need to set up a profile. (Note: Retired faculty have their own registration button located underneath the ILLiad Logon). Fill in as much information as possible. Fields marked with an asterisk (\*) are required information. Click on the “Submit Information” button.
* On the left side of the screen, under “New Request” in green letters, there is a choice of various types of requests. Click on the appropriate one.
* Fill in as much information as possible on the request. The items with an asterisk (\*) are required information.
* Using the ISSN number for the journal will speed processing of your article requests
* If requesting a book chapter or a dissertation, writing “Book Chapter” or “This is a dissertation” in the “Notes” field is helpful.
* After completing as much of the request as you can with the information you have, click on “Submit Request”.