

## Wozworld Quick Guide to Library Research Topic: Using ILLiad/Interlibrary Loan Services

Use this guide if to find out how to register for and use an interlibrary loan account through Cook Library. ILLiad/interlibrary loan service is available to Towson University faculty and full and part time enrolled students. There is no charge to register for an ILLiad account.

**Step 1.** Visit: <http://cooklibrary.towson.edu> to see the library web page

**Step 2.** To read an explanation about services, time requirements and view an interlibrary loan FAQ page, click on the *Interlibrary Loan* link in the Services column:

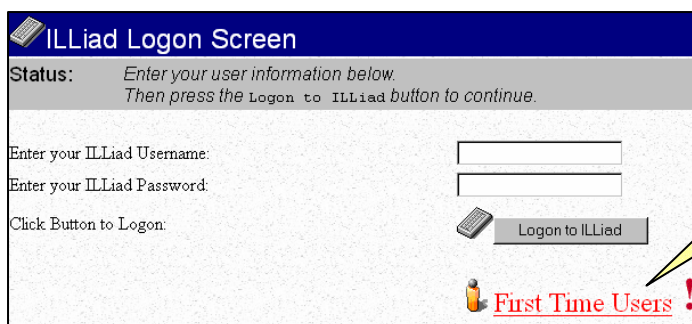


**Step 3.** To register for an ILLiad interlibrary loan account, click on the ILLiad link



You may also get to the ILLiad account registration page from the Interlibrary Loan information link described in Step 2. Look for the *ILLiad Log in* link in the last paragraph on that screen.

**Step 4.** When you click on the *ILLiad Log in* link, you will see this:



over →

**Step 5.** After reading and accepting the conditions of the account, click on this link:

First Time Users Click Here

**Step 6.** Fill in account registration form with your local campus information and choose a user name and password. **WRITE DOWN YOUR USER NAME AND PASSWORD FOR FUTURE USE!** If you forget your username or password, only Interlibrary Loan staff can reset these for you, and this office is not open on the weekends or evenings.

The screenshot shows the 'New User Registration for ILLiad' web form. The form includes the following fields and options:

- First Name (required)
- Last Name (required)
- Library Barcode (required)
- Preferred Notification Method: E-Mail
- E-Mail Address (required)
- Daytime Phone (required)
- Preferred Article Delivery Method: Mail to Address
- Prefer Electronic Delivery if Possible (pdf file via web): Yes
- Mailing Address (required)
- City, State and Zip (required): Towson, MD, 21252
- Secondary Mailing Address (Alternate Mailing Location)
- City, State and Zip
- Choose a Username (required, case sensitive)
- Choose a Password (required, case sensitive)
- Re-enter password (required, case sensitive)

Callout boxes provide the following instructions:

- Use an email address that you check often
- Use your local or campus address here - change city and zip if needed
- Take note of your user name and password. You will need them later to log in.
- Click here to submit your info

At the bottom of the form, there is a button labeled 'Submit Information' and the text 'Press this button to Register with ILLiad.'

**Congratulations!! You are now the proud owner of an ILLiad account.**

**Two main reasons for using your ILLiad account:**

- ♪ request to borrow materials that are not owned in the state university library system (USMAI) [*these will be sent to Cook Library for you to borrow and return*]
- ♪ request copies of articles from journals that are not subscribed to by Cook Library [*in most cases, these articles will arrive electronically in your account*]

**To view an article sent to your ILLiad account:** log in to ILLiad (see, *I told you about remembering your user name/password*) and click on

View/Download Electronically Received Articles

*This guide is created to help you navigate the many research resources available to you through the Cook Library web site. If you need further assistance, please contact me, or consult either my instructional web site or my blog for more information.*

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