

Interlibrary Loan Guide

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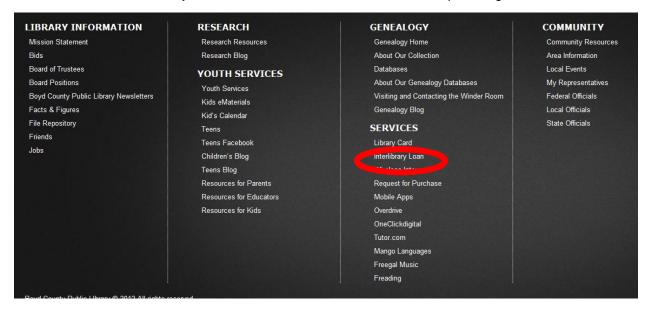
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Creating an Account - ILLIAD Registration

To submit interlibrary loan requests through ILLiad, it is necessary to first create an ILLiad account.

An ILLiad account is separate from Boyd County Public Library account or library barcode, and is NOT already set up for ILLiad. First time users must create an ILLiad account.

To start, select the Interlibrary Loan link on the Services Menu on thebookplace.org



To start, on the ILLIAD login page, click "First Time Users"



On the next web page, read through the terms and conditions and the ILLiad FAQ, then click on the "First Time Users Click Here" button

ILLiad

By pressing the button below, you acknowledge and agree to all of the terms and conditions below

Please pay particular attention to the copyright statement and the ILLiad FAQ.

After reading this information, you can press the "First Time Users Click Here" button below

First Time User Registration for Interlibrary Loan

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

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 copyring order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Click here to begin registration

LLiad FAQ (Frequently Asked Questions)

efore registering, you may wish to read the ILLiad FAQ. The FAQ may answer other questions you have about the ILLiad interlibrary Ioan system.

By pressing this button you adviowledge and agree to all of the terms and conditions above. Please pay particular attention to the copyright statement and the ILLiad FAQ.
After reading this information, you can press the "First Time Users Click Here" button to continue.

First Time Users Click Here

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The next web page will provide a web form with required fields to fill out in registering for an ILLiad account. These required fields are shown with red boxes in the image below.

ILLiad

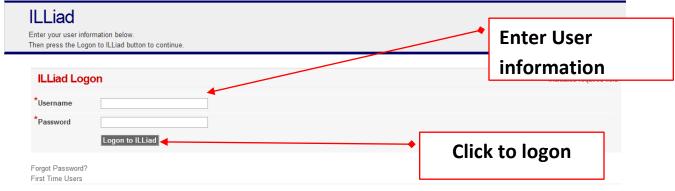
New User Registration for ILLiad	* Indicates required field
*First Name	
* Last Name	
*ID Number	
Preferred Notification Method	E-Mail 💌
*E-Mail Address	
*Daytime Phone	
Preferred Article Delivery Method	Hold for Pickup
Preferred Loan Delivery Method	Hold for Pickup ▼
Preferred Electronic Delivery if Possible (PDF file via web)	Yes ▼
*Primary Address Line 1	
Primary Address Line 2	
*Primary Address City	
*Primary Address State	Kentucky
*Primary Address Zip	
Secondary Address Line 1	
Secondary Address Line 2	
Secondary Address City	
Secondary Address State	
Secondary Address Zip	
Authorized Users List the full names of anyone you wish to be allowed to plok up your ILL items. An ID will be REQUIRED to plok items up.	6
Delivery Location	Ashland/Main Branch ▼
*Choose a Username Case sensitive	
*Choose a Password Case sensitive	
* Re-enter Password Case sensitive	
	Submit Information Clear Form Cancel - Exit ILLiad System

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If you are a Boyd County Library patron, the Library strongly encourages you to use your library barcode as the username. The barcode is the 14-digit number provided on the back of your Library card.

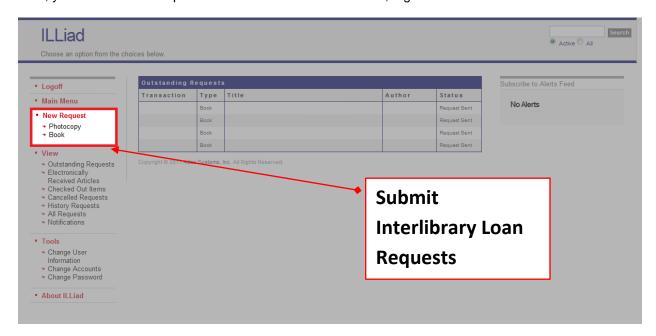
If you are not a Boyd County Library patron and do not have a library barcode, you will need to come to the library and set up a Library account before being able to use ILLIAD or ILL services.

After completing registration, you may return to the ILLiad login page and sign in to submit your requests. Note that you can immediately submit requests, but the Interlibrary Loan office must clear your account before they can process any submitted interlibrary loan requests.



Submit ILLIAD Requests

Once logged into ILLiad, there are many options. The first one of interest is the New Requests section. Here, you can submit a request for an item based on its format, e.g. an article or a book.



Please note, ALL loan requests should be done as a "Book" even if you are requesting DVD, CD or Audiobook. In the Notes field you may indicate the format of the material you are requesting.

Each request has different required fields, marked with an asterisk. These fields must be filled out to submit the request. ILLiad will automatically log you out after a set time, and does not save information you have entered if you are logged out or navigate to another link in ILLiad.

Before submitting a request, please check if the item is available through our <u>catalog</u> or our <u>subscription</u> <u>databases</u>. Boyd County Public Library patrons can view full articles from our subscribed databases remotely with their library card number.



When you have completed the form, click on the "Submit Request" button.

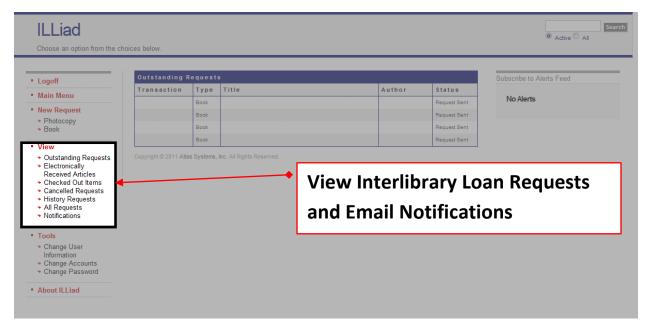
Where did you learn about this item?	
Where did you find this item cited? Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.	
Date of the work that cited the item.	
Volume number of the work that cited the item.	
Pages where the item is cited.	
	Submit Request Clear Form Cancel - Return to Main Menu

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View ILLIAD Requests

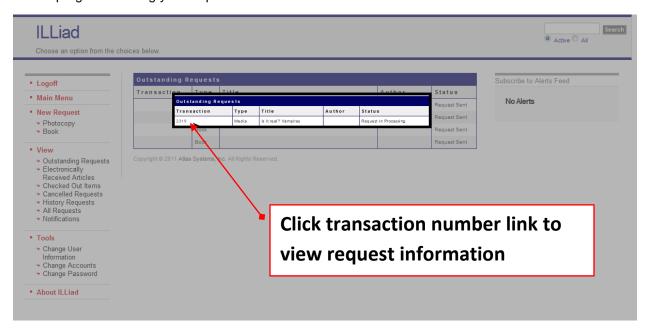
There are two sections available for viewing ILLiad interlibrary loan requests.

The primary section for viewing requests and past E-mail notifications can be found in the "View" area of the left navigation panel of the main menu.



The alternate and more immediate approach to viewing interlibrary loan requests currently in processing is through a new section titled "Outstanding Requests" that will appear on the main menu for easier access.

In both cases, click on the link given as the transaction number to view more detailed information, such as current progress in filling your request.

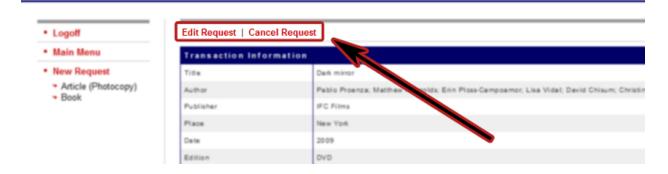


The Transaction Information box displays sections including title, author, due date and many other important pieces of information. The Tracking box provides up-to-date information on each stage of the interlibrary loan office filling that ILLiad request.

Editing or Canceling an ILLIAD request

To edit or cancel an interlibrary loan request, first follow the steps given in the Guide: View ILLiad Requests.

Once you reach the detailed information screen for a request, information on the request such as title and author will be displayed. If the requested item has not yet been processed, you will have the options to edit or cancel your request.



View Electronically Received Files in ILLIAD

If you choose to receive articles electronically, the articles we are able to provide in this way will be made available through ILLiad.

To view these articles, first your computer must be able to view PDF files. All Boyd County Public Library computers and most current personal computers have this functionality already installed. If you cannot read PDF files, please download the latest version of Adobe Reader at http://www.adobe.com/products/reader.html.

From the ILLiad main menu, follow the steps outlined in the Guide: View ILLiad Requests section of this guide and click on the "Electronically Received Articles" link. From here, click on the icon under the "View" subheading to open the PDF.



Reset ILLIAD Password

If you remember your password but would like to change it, please refer to the Change Personal Information in ILLiad section of this guide.

If you do not remember your password, go to the ILLiad logon page and click the "Forgot Password?" link above the "First Time Users" link.



On the next screen, enter the username you created when registering your ILLiad account and click the "Reset Password" button.



After clicking "Reset Password," check the E-mail account provided by you in your ILLiad account for an E-mail with a link to set a new password. The process may take several minutes. After setting this password, you can use it to log into your ILLiad account.

Changing Personal Information in ILLIAD

To change your personal information, log on to your new ILLiad account. Under the Tools section of the navigation pane on the left side of the screen, click on either "Change User Information" or "Change Password."

