

## How To Use ILLiad: The Interlibrary Loan Service of Coppin State University

### How to access ILLiad (InterLibrary Loan internet accessible database)

- Directly: <http://usmai.illiad.oclc.org/illiad/MDP/logon.html>
- Through the “find it” feature in the databases [“Request it from Interlibrary Loan (ILL)”]

### First-Time Use—Setting Up Your Account

- You must be a registered borrower to use ILLiad. Be sure that the 14-digit barcode number on the back of your Coppin ID card is up to date in the library’s system.
- **The 14-digit barcode number must always be your username; you may not use anything else as a username. Your last name will always be your password. Your password is case-sensitive, so be aware of how you put your name in the system.** Title case (first letter capitalized) is preferred so any mail coming to you will be formatted correctly. Once you put in your information, you will have your account ready to go.

### Requesting Articles and Books

- If you are accessing ILLiad from the databases, the information from the article or book will automatically be included in the request form. **NOTE:** Before you click the “submit” button, be sure to review **all** of the article or book information to be sure all the needed elements are there (volume numbers, issue numbers, dates, page numbers, etc.)
- If you are requesting an item from a printed list, click on the type of item you are requesting under the “New Request” menu. Be sure to include as much information about the item as possible. This will help us in locating the material.
- **For students:** Only books available in **Maryland** libraries (outside of the USMAI libraries) will be requested.  
**Books available in the USMAI catalog must be requested through the catalog, not through ILLiad.**

### Receiving Requests

When the article or book is received, you will get an e-mail notification that your item has arrived. Articles may take as little as 24 hrs to 7 days to receive. Books may take up to two weeks or more.

- **Articles:** Most articles are sent electronically to your account. Under the “View” menu, click on “Electronically Received Articles” to access the document. Some items may be sent directly to your e-mail account if they are sent to the library via e-mail.
- **Books:** Books must be picked up from the Reference Desk (from the Circulation Desk evenings and weekends). You will be asked to sign and date the Sign-out Slip. **Please pay attention to the slip on the book cover—it will have the due date for the book. These slips are not to be removed from the book.**

### Renewing Books

If you need the book for longer than the original due date, click on the “Checked Out Items” link in the “View” menu. When the item appears, click on the “Transaction Number” to open the request. To renew, click on the red “Renew Request” link at the top of the page. Your renewal request will appear in the library’s ILLiad system, and will be processed.