

Do you wish to request materials through Inter-Library Loan (ILL)? Follow the steps below.

## Request Materials through ILL

Note: Be sure to check List of Journals before requesting materials through ILL to ensure that we don't already own the resource.

1) Go to the Gabriele Library homepage (<http://library.immaculata.edu>).

2) Click on "Inter-Library Loan".



3) Click on "First Time Users".

4) Read the directions and click on "First Time Users Click Here".

5) Fill in all the boxes. You can use whichever username and password you like. When finished, click on "Submit Information".

6) Sign in with your new username and password, then click on "Logon to ILLiad".

- **New Request**
- ↳ Article
- ↳ Book
- ↳ Book Chapter
- ↳ Dissertation

7) Click on the type of request you wish to make on the left-hand side of your screen.

8) Fill in as much information as you can about the resource, then click on "Submit Request" (If ILLIAD is activated in your database, the form will upload the information automatically).

9) You will receive an email in your Immaculata email account when the material is ready to be picked up (if it's a print material) or be sent a link to the electronic resource (if it's an online material).

10) You can check on the status of your requested items under "Outstanding Requests" and access electronic resources under "Electronically Received Articles".

- **View**
- ↳ Outstanding Requests
- ↳ Electronically Received Articles

You have **30 days** to save or print the article. After that, the article will be deleted.