Interlibrary Loan (ILL) Step by Step Guide

Registering for an ILL Account

Step 1: Click on “Interlibrary Loan” on the Welder Library main page. https://www.umary.edu/academics/library/

Step 2: This will take you to this link: https://umary.illiad.oclc.org/illiad/logon.html. Click on “First Time Users”

NOTE: Please allow 2-7 business days for your ILL requests to be fulfilled.
Step 3: Read through the instructions and click on “First Time Users Click Here.”

Step 4: Fill out the registration form. Only off campus students and faculty must provide their mailing address. When finished, click “Submit Information.”
Making an ILL request from an EBSCO database

Step 1: Go to the Welder Library website. Click on “Databases.” See our eResources Step by Step Guide for more information on our databases.

Step 2: Enter your UMary email address and password. Click “Login.” If you are having trouble logging in, you will need to contact the OIT Help Desk as this is a problem with your UMary email login.

Step 3: Choose the database you would like to use. Only EBSCOhost databases are linked to Interlibrary Loan. “Academic Search Ultimate” is the most commonly used. To get articles found in other databases, please see the directions for Making an ILL request for an article or book.
Step 4: Enter your keyword terms in the box and click “search.”

Step 5: In your search results, you will see results with HTML Full Text and PDF Full Text available to view. These articles are ready for you to use. If you see the “Request this item” link that means you will request the article through Interlibrary Loan.

Step 6: When you click on the “Request this item” link, the program will automatically prompt you to login to your Interlibrary Loan account.
**Step 7:** Once you have logged in, the Interlibrary Loan article form will be automatically filled out for you. The more information provided, the quicker it will be to find your article and have it sent to you. Review the information and click “Submit Request.”
Making an ILL request for an article or book

Step 1: Go the [https://umary.illiad.oclc.org/illiad/logon.html](https://umary.illiad.oclc.org/illiad/logon.html) and login to your account.

Step 2: Click on “Article” or “Book” under New Request.

Step 3: Fill out the Article or Book Request form. Click “Submit Request” when you have completed the form.
**Downloading Your Electronically Received Articles**

**Step 1:** Once another library receives your request and processes it, you will receive a PDF of your article through ILL. You will be notified of this via your Umary email. Within this email, click the link and sign into your ILL account.

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**Requested Item Delivered Electronically**

ID: ILL Department <ill@umary.edu>
Date: Wed 6/3/2020 8:36 AM
To: [Redacted]

**** WARNING: THIS EMAIL IS FROM AN EXTERNAL NON-UMARY EMAIL ADDRESS ****
DO NOT click links, open attachments or respond unless you recognize the sender and are sure it is not someone impersonating them.
Never provide your username/password. Make sure the content is safe before responding.

Dear [Redacted],

An article that you requested:
Title: Liturgical Theology, Theology of Liturgy, and Liturgical Reform
Author: Alexander Schmemann

TN: 138467

has been received and processed by the Interlibrary Loan Staff.
You can now receive this item by logging on to ILLiad and choosing the "Electronic Delivery" option from your main menu. The URL for logging on to ILLiad is:

https://umary.illiad.oclc.org/illiad/logon.html

Your username for ILLiad is: [Redacted]

If you have any questions about this service, please e-mail us at ill@umary.edu or call us at 701-355-8070.
Step 2: Click “Electronically Received Articles” on the left side of your screen.

Step 3: Click “View” to view the PDF and save the PDF to your computer.

NOTE: You will only have 30 days to download the PDF. After 30 days, it will expire in your ILL account. However, once you download it, you will have it forever.
Renewing Loaned Books

Step 1: When your book is close to being due, you will receive an email reminding you of the due date. Click the link under “TO RENEW YOUR REQUEST” and login to your ILL account.

Dear Ethan Andrews,

This is a courtesy reminder that an item that you have borrowed is almost due:

Title: Mr. Ives' Christmas
Author: Hijuelos, Oscar, author.
Due Date: 2/11/2021
TN: 147315

TO RENEW YOUR REQUEST:
You may request a renewal of this item by logging into your ILLiad account [link]

Step 2: Click “Checked Out Items” on the left side of your screen.
**Step 3:** Click the specific transaction number of the book you would like to renew.

![Transaction Information Table]

**Step 4:** Click “Renew Request” towards the top.

Renew Request  |  Clone Request

**If Your Request Was Cancelled**

**Step 1:** If you get an email indicating that your request has been cancelled by ILL staff there are still a couple things you can do to find the article. First, ensure you have cited it correctly in the Article Request Form. It could be the case that library staff could not locate the article you requested because it was cited incorrectly.

**Step 2:** Use a search engine like Google to see if your article is published anywhere else like a research database that is free to use.

**Step 3:** If the citation of the article you found did not come from one of the databases that UMary students have access to, try searching our databases. You may find a Full Text PDF.