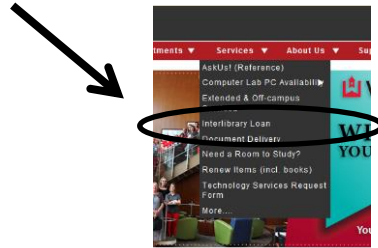
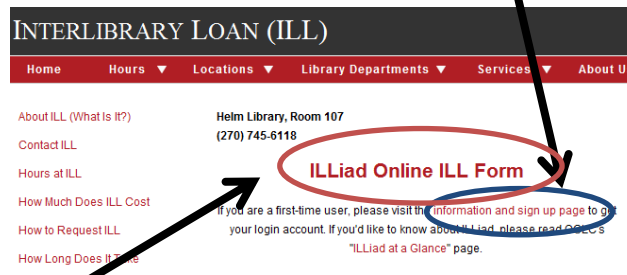


# Using InterLibrary Loan

1. Go to the WKU Libraries Home Page at [www.wku.edu/library](http://www.wku.edu/library)
2. Put the cursor over **Services** to call up the drop down menu.
3. Select **InterLibrary Loan** from the drop down menu (or select from list at left).



4. If you are a first-time user, please visit the information and sign up page on the page to create your ILL login account. This information will make all future ordering of ILL items easier and faster.



5. If you already have an ILL account, Click on **the Illiad Online ILL Form** to sign in to begin ordering your items. Put in your username and password and then click **on Login to Illiad.**

A screenshot of the ILLiad login form. The form has a header with the ILLiad logo and instructions: 'Enter your user information below. Then press the Logon to ILLiad button to continue.' Below this, there is a section for 'First Time Users' with a link to create an account. At the bottom, there is a section for 'ILLiad Logon' with fields for 'Username' and 'Password', and a 'Logon to ILLiad' button. A black arrow points from the text 'Login to Illiad.' to the 'Logon to ILLiad' button.

6. You will need to select the proper online form for what you are wanting: a book or an article, from the options available at the left under **New Requests**.

The screenshot shows the ILLiad interface. On the left is a navigation menu with sections: 'Logoff extended campus', 'Main Menu', 'New Request', and 'View'. The 'New Request' section is expanded, showing options: Article, Book, Book Chapter, Conference Paper, Patent, Report, Thesis, Standards Document, and Other (Free Text). The 'View' section shows 'Outstanding Requests'. On the right is a table titled 'Outstanding Requests' with columns 'Transaction', 'Type', and 'Title'. An arrow points from the 'New Request' menu to the table.

Transaction	Type	Title
1620	Article	The Atlantic monthly.: I.Q.
2114	Article	Administration in social work.: Organizational Culture and Innovation in Nonprofit Human Service Organ
6296	Article	Journal of youth and adolescence.: Body Type, Body Esteem, School, and Leisure: A study of overweight Adolescents.
8088	Article	Performance improvement quarterly.: The Value of mentoring
9030	Article	Journal of vocational behavior.: Proteges' and Mentors' reactions to participating in formal mentoring pr
9050	Article	NEGTFL review.: American Sign Language instruction: Moving rom protest to practice
9157	Article	British educational research journal.: The short-term and long-term effect of primary schools and classes achievement scores
10612	Book Chapter	School culture /: The evolution of school culture research.
10633	Article	Educational researcher : a publication of the American Educational Research Association.: Staff develo change
10634	Article	Educational evaluation and policy analysis.: School size, characteristics, and outcomes.

7. Then fill in the blanks as appropriate.

The screenshot shows the 'Photocopy Request' form in ILLiad. The form includes a search bar, a navigation menu, and a form titled 'Describe the item you want'. The form fields are: Title (Journal, Conference Proceedings, Anthology), Volume, Issue Number or Designation, Month, Year, Inclusive Pages, ISSN/ISBN (International Standard Serial/Book Number), Call Number, OCLC or Docline UI Number, Article Author, Article Title, Not Wanted After Date (MM/DD/YYYY), Will you accept the item in a language other than English?, Account Number, Notes, and Where did you learn about this item?.