

Submit an ILL Request from ILLiad

1. Log in to your [ILLiad account](#).
2. Once logged in, the sidebar on the left has *New Request* as the third bulleted option in red. Click on “Loan” found below that, unless you know the material you’re requesting is one of the other options.

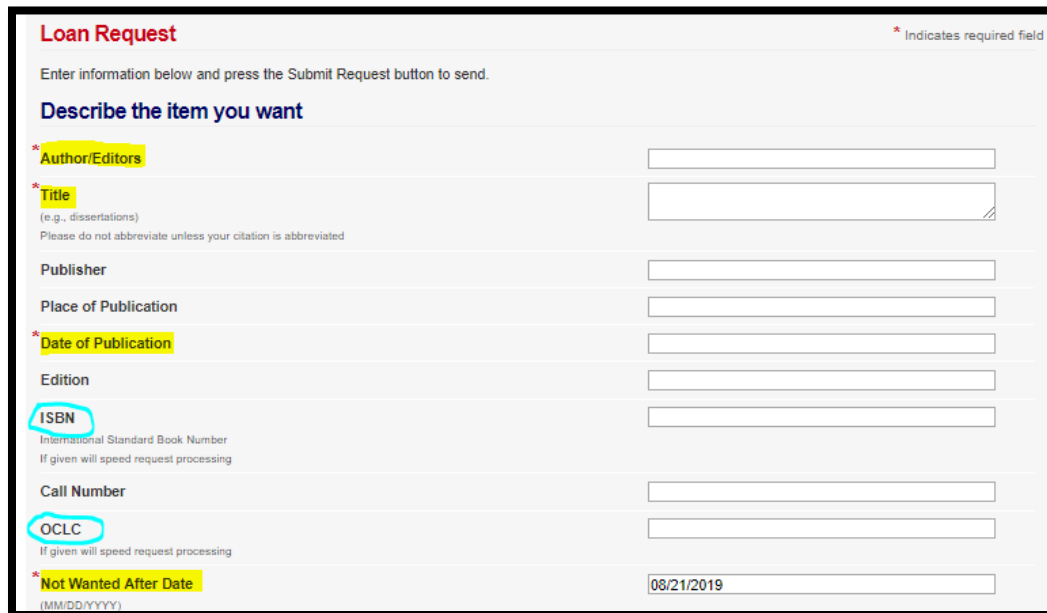


The screenshot shows the ILLiad website interface. At the top, it says "University of Florida Libraries" and "ILLiad". Below that, it says "Choose an option from the choices below." On the left, there is a sidebar menu with the following options:

- Logoff
- Main Menu
- New Request
 - Article
 - Loan (highlighted with a blue circle and arrow)
 - Book Chapter
 - Book Digitization
 - Thesis
- View
 - Outstanding Requests
 - Electronically Received Articles
 - Checked Out Items
 - Cancelled Requests
 - History Requests
 - All Requests
 - Notifications

On the right, there is a table titled "Outstanding Requests" with columns: Transaction, Type, Title, Author, and Status. The table is currently empty, showing "No Requests". Below the table, it says "Copyright © 2018 Atlas Systems, Inc. All Rights Reserved."

3. The more information you can provide, the more quickly your request can be processed. The following fields must be completed: author/editors, title, date of publication and the “not wanted after date.” Other critical fields that allow your request to be processed more efficiently are ISSN/ISBN and OCLC number.



The screenshot shows the "Loan Request" form. At the top, it says "Loan Request" and "Indicates required field". Below that, it says "Enter information below and press the Submit Request button to send." The form is titled "Describe the item you want" and has the following fields:

- Author/Editors (required, highlighted in yellow)
- Title (required, highlighted in yellow)
(e.g., dissertations)
Please do not abbreviate unless your citation is abbreviated
- Publisher
- Place of Publication
- Date of Publication (required, highlighted in yellow)
- Edition
- ISBN (circled in blue)
International Standard Book Number
If given will speed request processing
- Call Number
- OCLC (circled in blue)
If given will speed request processing
- Not Wanted After Date (required, highlighted in yellow)
(MM/DD/YYYY)
08/21/2019

4. If you are unsure about the OCLC number, please see instructions on [How to Find the OCLC Number](#).
5. Click on “Submit Request” at the bottom of the page to finish.

Will you accept the item in a language other than English? <small>If yes, specify acceptable languages in the notes field.</small>	No
Will you accept an alternate edition of this item?	Yes
Notes (Please limit to 127 characters) <small>Put any information here that may help us find the item, as well as any other pertinent information.</small>	<input type="text"/>
Where did you learn about this item?	
Where did you find this item cited? <small>Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.</small>	<input type="text"/>
Date of the work that cited the item.	<input type="text"/>
Volume number of the work that cited the item.	<input type="text"/>
Pages where the item is cited.	<input type="text"/>
<input type="button" value="Submit Request"/> <input type="button" value="Clear Form"/> <input type="button" value="Cancel - Return to Main Menu"/>	