

Fairfield University Interlibrary Services

Using Interlibrary Services's ILLiad Resource Sharing system, current Fairfield University faculty, staff, and students can request books, journal articles, and other materials from other libraries. Registered patrons can submit requests online, track their requests and receive journal articles via electronic document delivery. It's free. It's easy. It opens a world of information.

How to Log On or Create an Account in ILLiad

- To create a user account in ILLiad, please visit the [ILS Request Form](#) page. Log in with your Net ID and password.

The screenshot shows the login page for the Fairfield University Interlibrary Loan & Document Delivery system. The page features a red header with the university's name and navigation links. Below the header, there is a navigation bar with 'Library' and 'Interlibrary Loan & Document Delivery'. The main content area is titled 'Interlibrary Loan & Document Delivery' and includes a login form with fields for 'NetID' (containing 'djackson') and 'Password' (masked with dots). A 'Login to ILLiad' button is positioned below the password field. At the bottom left of the form area, there are links for 'Interlibrary Loan FAQ' and 'Document Delivery FAQ'.

- You will then be sent to the Fairfield University Interlibrary Loan home page.

The screenshot shows the home page of the Fairfield University Interlibrary Loan & Document Delivery system. The page features a red header with the university's name and navigation links. Below the header, there is a navigation bar with 'Library' and 'Interlibrary Loan & Document Delivery'. The main content area is titled 'Interlibrary Loan & Document Delivery' and includes a 'Manage Account' link and a 'Log Out' link. On the left side, there is a sidebar menu with the following items: 'Main Menu', 'New Request', 'Article', 'Book', 'Book Chapter', 'Video Materials', 'Audio Materials', 'Thesis/Dissertation', 'View', 'Outstanding Requests', 'Electronically Received Articles', 'Checked Out Items', 'Cancelled Requests', 'Requests History', and 'Notifications'. On the right side, there are two bullet points:

- You will be asked for some basic information, including your name, email address, day time phone number, status (i.e., undergraduate, graduate, staff or faculty), and department. Any field starred with an asterisk (*) is required.
- Please note: you will always be asked to log in with your Net ID and password to access the system. However, you need only input your user information once, after which the system will automatically take you directly to the Fairfield University Interlibrary Loan Request page for any future interlibrary loan requests. You also have the option of editing your user information at any time through the **Manage Account link**.

How to Request an Interlibrary Loan

- In the left hand column under **New Request**, click on any of the following:
 - Article
 - Book
 - Book Chapter
 - Video Materials
 - Audio Materials
 - Thesis/Dissertation

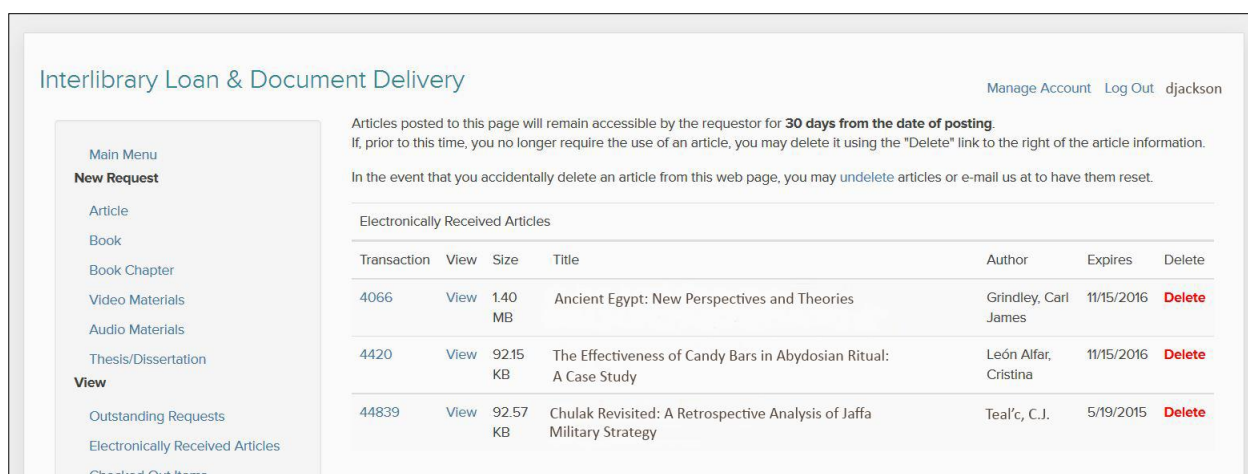
Each of these different request forms will appear in the body of the page. Required fields are starred with an asterisk (*). After you have completed the form with as full a citation as possible, click **Submit Request** at the bottom of the page.

How Do I Check the Status of My Requests

- After logging into the Fairfield University Interlibrary Loan page with your Net ID and password, go to the left hand menu and look under **View**. This menu list will allow you to track your requests no matter what their status. Here you can see the status of pending requests, view your request history, and download your articles in pdf form.

How Do I Access My Interlibrary Loan Articles Online

- When an article is available online for pick up, you will be notified via campus email. After logging into the Fairfield University Interlibrary Loan page with your Net ID and password, go to the left hand menu, and click on **Electronically Received Articles**. You will see a list of interlibrary loan articles that have been received. Click on **View** and your article will come up as a PDF in Adobe Acrobat Reader. From here you can download, save or print the article from your computer.



The screenshot shows the 'Interlibrary Loan & Document Delivery' page. On the left is a navigation menu with 'New Request' and 'View' sections. The 'View' section includes 'Electronically Received Articles'. The main content area has a header 'Electronically Received Articles' and a table with columns: Transaction, View, Size, Title, Author, Expires, and Delete. There are three rows of article data.

Transaction	View	Size	Title	Author	Expires	Delete
4066	View	1.40 MB	Ancient Egypt: New Perspectives and Theories	Grindley, Carl James	11/15/2016	Delete
4420	View	92.15 KB	The Effectiveness of Candy Bars in Abydosian Ritual: A Case Study	León Alfar, Cristina	11/15/2016	Delete
44839	View	92.57 KB	Chulak Revisited: A Retrospective Analysis of Jaffa Military Strategy	Teal'c, C.J.	5/19/2015	Delete

Please see [Frequently Asked Questions](#) for further information. In addition, feel free to stop by the ILS desk in the library. You can also contact us by telephone at (203) 254-4000 x2135 or email at ils@fairfield.edu.