Obtaining Items with ILLiad

1. Depending on what item you are searching for, look at the "New Request" section located on the left side of the page.
2. When ordering make sure that you know important information(*) about the material such as:
   - Title of the material (This is very important)
   - The year the material was published or shot (video).
   - Not Wanted After Date, this determines how long you will have the material. Anything past this date you may get charged for it.

After filling out the ordering form you can press the "Submit Request" button for your order to go through. If you feel like you've made a mistake or want to change all the information click the “Clear Form” or the “Cancel - Return to Main Menu” button.

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![Article Request Form](image-url)
3. After successfully ordering the material, you will be immediately taken to the "Outstanding Request" page. From this page you will be given the status of your recent order and you will see the Transaction Number. The Transaction Number is really important because that gives you the ability to edit, cancel, and track your order.
4. Clicking on the **Transaction Number**, will take you to the **Transaction Information Page**. In this page you can further view information on the material ordered. You also have the ability to edit the request you’ve ordered or cancel it if you feel like it is no longer needed.

5. At the bottom of the **Transaction Information Page**, the **Tracking Status** is provided. This information is provided because it is a way to visually track the material you’ve ordered. If your material has been canceled, this menu will state it. More importantly you will see when your material has arrived.
Narration: Depending on the material ordered and where it is being shipped it can take anywhere from a couple of days or weeks for you to receive your item.
6. After the waiting period, when your item has arrived you will be notified by the library via e-mail. The e-mail will consist of information on the item such as the title. You can also reply to the e-mail if any problem comes up or call the number provided.

Requested Item Delivered Electronically

From: "WIU Interlibrary Loan" <InterLibrary-Loan@wiu.edu>
To: "Omoruyi Omofonmwan" <O-Omofonmwan2@wiu.edu>

October 29, 2014 2:33 PM

Dear Omoruyi Omofonmwan,

The following article you requested has been received and processed by the Interlibrary Loan Staff.

Title: Usability Evaluation of a Web-Based Learning System
Author: Thao Nguyen

TN: 133761

You can now view this item by logging on to ILLiad and choosing the 'Electronically Received Articles' option from your main menu. The URL for logging on to ILLiad is:

http://www.wiu.edu/library/direct/?ILLiad

Your username for ILLiad is: Omoruyi.

If you have any questions about this service, please e-mail Interlibrary Loan or give us a call at:

Interlibrary-loan@wiu.edu
309-298-2759

WIU Interlibrary Loan Staff
Hours: M-F 8am - 4:30pm
7. Depending on the item ordered it such as a book will have to receive at the Malpass library. The place to find what you’ve ordered is at the Circulation desk. The Malpass Library Circulation Desk is available between 9 AM and 9PM from Monday to Thursday, 9AM to 5PM Friday, 1PM to 5PM Saturday, and 1PM to 9PM on Sunday.

8. Items such as Articles will be provided for your viewing through a link, PDF, or word document.