



## Submitting Interlibrary Loan Requests Online

**When should you use Interlibrary Loan?** When NYPL does not have the item you are looking for listed in its catalog, you can request to borrow it from another library using Interlibrary Loan. You can borrow books or receive copies of documents that are owned by another library. A librarian can help you submit your request, or you can set up an account in NYPL's Interlibrary Loan system, called ILLiad, to submit and manage your requests online.

### Setting Up an ILLiad Account

To request an item through Interlibrary Loan, you must first set up an account.

1. From the NYPL homepage ([www.nypl.org](http://www.nypl.org)), click on **Ask NYPL** in the top navigation menu.
2. In the "How to Do it Yourself" section at the bottom of the page, there is a link to request material not held by NYPL through **Interlibrary Loan**.
3. To set up an account, click on the link for the **ILLiad Online Request Form**.
4. Above the ILLiad logon fields, click on **First Time Users Click Here**.
5. After reviewing the information for first time users, click the button at the bottom to proceed.
6. Fill out the new user registration form. You will need the barcode number from the back of your library card. Select your Preferred Notification Method, by phone or by email. The email address or phone number you enter here will be used to notify you when items are ready for pickup, and/or to electronically deliver PDFs you request, so make sure they are correct.
7. Designate your Preferred Article Delivery Method. You can opt to have articles delivered electronically as PDFs when possible. For non-circulating research materials which must be used onsite, or books you will need to check out, designate your preferred viewing/pickup library.
8. Enter, and make note of, your Username and Password for the ILLiad system.
9. When you are finished, click **Submit Information**. You are now logged in to ILLiad!

### Requesting an Article

1. In the left-hand menu bar, click on **Article** under NEW REQUEST. Use this form to request a photocopy or scan of a document. You can pick up the document at the library you selected when you set up your account, or you can have it emailed to you as a PDF.
2. If NYPL cannot find this item in a partner library, there may be a \$10 fee for the item. Indicate whether you would be willing to pay \$10 or would like the request to be cancelled if it cannot be obtained for free.

3. You must fill out the fields marked with an asterisk (\*). Other fields are optional, but providing more information helps the library to locate your document more easily.
4. When you have completed the form, click **Submit Request** at the bottom of the page. You will be notified by email or phone when your document is available, or receive the PDF by email.

### **Requesting Books/Media**

1. In the left-hand menu bar, click on **Books/Media** under NEW REQUEST. Use this form to request a book or other media from a partner library be delivered to your local branch for pick-up. If the item is non-circulating, you can select which NYPL research center you would prefer to use the item at.
2. If you know the item's International Standard Book Number (ISBN), enter it in the ISBN field and then click **Search ISBN**. This will automatically populate the information fields.
3. Once the data loads, you will see related information from WorldCat, Google, and Amazon.

**Library Availability (WorldCat):** This confirms whether the item is available through the NYPL. It also checks for availability in nearby libraries. It lists an estimated delivery date for the book or item based on the proximity of the closest library that owns it.

**Google Preview:** If the book is in the public domain, you will see a link to a PDF of the entire book, made available through Google Books. If it is not yet in the public domain, you will see a link to a description of the book, along with reviews.

**Amazon.com Details:** This section provides a description and review of the book, and a link to the book's page on Amazon.com.

4. In the blue box on the right side of the page, there are purchasing options listed. If you would like to purchase the book instead of waiting for it to come to you through the Interlibrary Loan process, these links will take you directly to a commerce site where you can buy the book.
5. If you do not know the ISBN, fill in the fields manually with as much information about the book as possible. You will not see Library Availability, Google Preview, or purchasing options.
6. If you wish to request the book through ILLiad, choose your preferred method of delivery in the drop-down menu on the upper right-hand side of the page. You may view the item in a non-circulating research center or pick up for checkout at your local branch. Specify the name of the library you would like the book delivered to using the **Notes** field.
7. Fill out the Options fields in the blue box, including the date you need this item by, and whether you would be willing to accept the item in other languages, editions or formats.
8. Click **Submit Request**, on the upper right-hand side of the page, and you will be notified when your item has been delivered.