What If I Forgot My Password?

Current Students, Faculty, Staff, & Retirees

Contact the Information Technology Systems Department Help Desk at 254-968-9885 or helpdesk@tarleton.edu.
Library staff cannot reset your ILLiad password.

Friends of the Dick Smith Library

- Visit the Friends ILLiad login screen and click the **Forgot Password** link.
- Call the Interlibrary Loan Department @ 254-968-9660.

How Do I Register With The Library As A Distance Learner?

Tarleton students, faculty, and staff who do not work or live in the Stephenville area and are enrolled **exclusively** in off-campus courses or programs are eligible for document delivery services.

Documents and/or articles will be furnished via your ILLiad account, surface mail, courier, fax, or email as appropriate.

Users are required to register each semester as a Distance Learner if they wish to have home/office delivery of materials.

The Distance Learner Registration form is available online at:
http://www.tarleton.edu/library/distance.html.

Submit it:

- Online
- Fax: 254-968-9468
- Mail: Dick Smith Library
  Access/Circulation Services
  Box T-0450
  Stephenville, TX 76402

INTERLIBRARY LOAN SERVICES "ILLIAD"

For questions about our Interlibrary Loan "ILLiad" service, please contact:

Interlibrary Loan Department
254-968-9660 (M-F, 8-5pm)
ill@tarleton.edu
http://www.tarleton.edu/library/ill.html

Library Hours

Fall & Spring Semesters

Monday—Thursday	7:00am—12:00am
Friday	7:00am—8:00pm
Saturday	10:00am—6:00pm
Sunday	12:00pm—12:00am

Summer

Monday—Thursday	7:30am—10:00pm
Friday	7:30am—8:00pm
Saturday	1:00pm—6:00pm
Sunday	1:00pm—10:00pm

TARLETON LIBRARIES
TARLETON STATE UNIVERSITY

Dick Smith Library
Box T-0450
Stephenville, TX 76402
http://www.tarleton.edu/library/

08/09

Interlibrary Loan

"ILLIAD"

Request articles, books, and other materials not available at your campus location online via your ILLiad account.

Start Requesting Today!

ILLiad — Interlibrary Loan Borrowing Services

What Is ILLiad?

Illiad is the Tarleton Libraries web-based Interlibrary Loan System. It allows you to request articles, books, and other materials online from any computer. The ILLiad service is available to current students, faculty, staff, retirees, and Friends of the Dick Smith Library.

With ILLiad, You Can:

- Submit requests
- Check current status of requests
- Request renewals
- View electronically delivered articles
- Resubmit cancelled requests
- View/Modify outstanding requests
- Cancel requests

Accessing Your Account:

Current Students, Faculty, Staff, & Retirees

1. Go to the Library homepage and click on the **Interlibrary Loan (ILLiad**) link.
2. Click **Logon To ILLiad** and enter your **Tarleton NTNET ID** and **Password**. If you have never accessed your account before, you will be directed to the **Change Personal Information** page to update your contact information.
3. Choose the delivery location that is most convenient for you. ***NOTE:*** If you *qualify* and are registered with the library as a Distance Learner, select **Stephenville** as your delivery location.
4. Click **Submit Information**. You are now ready to start placing requests.

Friends of the Dick Smith Library

1. Go to the Library homepage and click on the **Friends of the Library** link.
2. Click **Logon To ILLiad** and enter your ILLiad username and password or click the **First Time Users Click Here** link to create your free account.

Select your Delivery Location to Receive or Return Materials

(Deliveries are made to CLS, Fort Worth, Waco & Weatherford every Tuesday & Thursday):

Stephenville	Pick up at the Dick Smith Library, Circulation Desk
Clinical Lab Sciences	Pick up at the Fort Worth Clinical Lab Sciences Building, Main Desk
Fort Worth	Pick up at the Fort Worth, Hickman Building, Suite 500
Waco	Pick up at the McLennan Library, Circulation Desk
Weatherford	Pick up at the Student Services Building, Room 102
Online & Other Campuses Select "Stephenville" as your delivery location.	***See:*** **Sign-Up for Home/Office Delivery**

How Will I Be Notified When My Loan/ Article Arrives Or Is Cancelled?

You will receive notification regarding your requests via the email address designated in your ILLiad account.

How Do I Get My Items?

Most articles will be delivered to you as pdf documents and can be accessed online via your ILLiad account. You will receive an email with a link to the document requested.

Other articles and loan materials will be available for pick up at the designated delivery location specified in your ILLiad account.

NOTE: *If you qualify and are registered with the library as a Distance Learner, requested materials will be delivered online as pdf documents or mailed to your home/office.*

How Long Will It Take?

Expect to wait between 1-2 weeks for materials to arrive, so plan your research accordingly. You will be notified if we are unable to locate requested items.

What May Not Be Requested?

Most libraries will not lend entire periodicals, rare or fragile materials, reference books, recordings, videos, and other audio-visual materials.

What Is The Loan Period?

The usual loan period is about 3 weeks, however, there may be variations from library to library. Loan periods are determined by the lending institution. Due dates will be clearly marked on each item.

How Do I Request A Renewal?

- Online: via your ILLiad account.
- Email: **ill@tarleton.edu**. *Please provide the transaction number of the item.*
- Phone: Interlibrary Loan Department @ 254-968-9660.

How Much Does It Cost?

There is no cost for Tarleton's Interlibrary Loan Service. If the loaning library charges a lending fee, you will be notified to determine if you wish to pay these additional charges.

Users are responsible for all interlibrary loan charges including fees for overdue or lost materials assessed by the lending institution. Additionally, the Tarleton Libraries will charge users $1.00/day late fees for overdue ILLiad materials.