

Submitting an Interlibrary Loan Request in ILLiad when the request link is not in the library's catalog.

If there is not a request link for the item you want. You can directly enter your request in ILLiad following these directions.

1. Access ILLiad from the library's home page or from this direct link <https://dewey.bradley.edu/illiad/>
2. Log in using your BUNetID

If this is your first-time logging into ILLiad, you will be prompted to complete the "Change Personal Information" form. Make sure to include your BU ID barcode number (not your student/employee ID number) on the back of your ID card. This number begins with 212.

Change Personal Information * Indicates required field

* First Name

* Last Name

ID Number-BU ID bar code that begins with 212 on your BU ID card

* Bradley E-Mail

* Daytime Phone

Status

College

3. Select the type of item you are requesting under "New Request"

BRADLEY University ILLiad-Interlibrary Loan at Cullom-Davis Library

Choose an option from the choices below:

- **Logoff**
- **Main Menu**
- **New Request**
 - Article
 - Book
 - Book Chapter
 - Conference Paper
 - Thesis
 - Other
- **View**
 - Outstanding Requests
 - Electronically Received Articles
 - Checked Out Items
 - Cancelled Requests
 - History Requests
 - All Requests
 - Notifications
- **Tools**
 - Change User Information
- **About ILLiad**

Outstanding Requests

Transaction	Type	Title	Author	Status
No Requests				

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No Alerts

4. Complete the online form with all the information about the item you have.

Article Request * Indicates required field

Enter information below and press the Submit Request button to send.

Describe the item you want

* Title of Journal, Magazine, or Newspaper
Please do not abbreviate unless your citation is abbreviated

Volume Number

Issue Number

Month

* Year

* Page number(s)

ISSN/ISBN (International Standard Serial/Book Number)
If given will speed request processing

OCLC or Doctype UI Number

Article Author

* Article Title

* Not Wanted After Date
(MM/DD/YYYY)

Will you accept the item in a language other than English?
If yes, specify acceptable languages in the notes field.

Notes
Put any information here that may help us find the item, as well as any other pertinent information.

Where did you learn about this item?

Where did you find this item cited?
Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.

5. Submit the online form.

Where did you learn about this item?

Where did you find this item cited?
Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.

Date of the work that cited the item.

Volume number of the work that cited the item.

Pages where the item is cited.

Submit Request **Clear Form** **Cancel - Return to Main Menu**

6. When your item is available (usually in a few days). You will get an email prompting you to access the item in ILLiad. Access and log in to ILLiad. Then click on "Electronically Received Articles"

BRADLEY University ILLiad—Interlibrary Loan at Cullom-Davis Library

Choose an option from the choices below.

Logoff [\[Link\]](#)

Main Menu

New Request

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7. Click on the “View” link next to the PDF symbol. The PDF will open. Print and/or download and save the file. The file is only available for 30 days in ILLiad before is it deleted from the system.

Electronically Received Articles

Transaction	View	Size	Title
103823	 View	1.19 MB	Research in sports medicine.: The e: fatigued quadriceps muscles in athle
103824	 View	562.05 KB	Journal of sports medicine and phys physical fitness indices in non-injure
103916	 View	319.92 KB	Research in autism spectrum disord interaction behaviors and aquatic sk

Contact the library if you have any questions or run into any issues using this platform. You can email send an email to reference@bradley.edu or give us a call at (309) 677-3502.