ILLIAD & Distance Learners:

- All Distant Learner students need to obtain an ISU Sycamore ID card. You can call or email:
  Traffic and Parking Services
  Phone: 812-237-8888
  E-Mail: parking@indstate.edu
  *ILL cannot process any requests until you obtain a card.*

- You can request items owned or not owned by ISU. Before requesting articles, check the E-Journal list for full text availability. A pop-up may ask you for your ID and password; enter your ISU Portal ID and password. ILL will cancel any article requests that are available electronically.

How to use ILLiad:

- Go to the ISU Library home page [http://library.indstate.edu/](http://library.indstate.edu/), click “Services”, “Interlibrary loan.” and “Logon to ILLiad”

- The main menu on the left side of the page features all of our request forms and links to view your current and past requests. There is also an alerts section on the right side of the page for special messages from ILL.

- Choose the form you need under:
  - **New Request**
    - Article
    - Book or Other Loan
    - Book Chapter
    - Conference Paper
    - Thesis/Dissertation

- Fill out the chosen form and submit it.

- You can see your new request(s) by clicking “Outstanding Requests”:
  - **View**
    - Outstanding Requests
    - Electronically Received Articles
    - Checked Out Items
    - Cancelled Requests
    - History Requests
    - All Requests

- You will receive email notifications when your articles are ready to view, loan items are being mailed or if your request has been canceled.

What are the restrictions?

- You cannot request course-required textbooks.
- You should allow 10-14 business days to receive ISU-owned items and 15-20 business days for receiving non-ISU-owned items.
- You are responsible for any return postage and insurance for books and other loans.

**ILL Department Office Hours:** 8:00 a.m. – 4:30 p.m., Mon-Fri.
**Phone:** 812-237-2566
**Email:** libill@indstate.edu