Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, material not available in the user’s local library.

American Library Association: Interlibrary Loan Code for the United States
http://www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.cfm

Northwestern State University libraries use an automated interlibrary loan system called ILLiad. To access the ILLiad system, go to the libraries’ web page at http://www.nsula.edu/watson_library and select Interlibrary Loan. This will take you to a webpage outlining the libraries’ policies and procedures governing interlibrary loan. Once you have read and understood these policies, click the “Request an Interlibrary Loan” link at the top of that page.

There is never any charge for use of the Interlibrary Loan.

You are now ready to enter the ILLiad system and request your items. If you have never used the system before, click the “First Time Users” link to register.

This will take you ILLiad’s page that includes information on how to set up your account. Click the “First Time Users” button (located at the bottom of the page) to access the registration page. Fill out the brief registration form using your 8 digit campus wide ID number (CWID), your official NSU email address, and your preferred pickup location/library. Select a user name and password that you can remember because library staff can’t look this up for you.
After you have registered, you will be taken to the ILLiad main menu from which you will log on and request your material. To order an article, select “Request a Photocopy.” You may also request books, book chapters, theses, and other types of documents. Provide as much information as you can about the item you are requesting including ISBN/ISSN, publication, and citation information, and in the case of theses include the institution that granted the degree.

Before requesting an interlibrary loan, make sure to verify that the library does not own the material you need. Use the NSU Journals List located on the library web page to do this. You may be directed to the full text article in a database or to the Serials-Media Center on third floor. You may ask a reference librarian for help. Remember, interlibrary loan may be used to request items from our branch libraries in Shreveport and Leesville.

At any time after you have placed your request, you may log back into the ILLiad system to check the status of your requests by scrolling down to the Review Requests menu and selecting View/Modify Outstanding requests.

When your item arrives at the library, you will receive an email notifying you of the arrival so you can pick the item up from your designated library. In the event that the article is delivered in electronic format, you will receive an email informing you that the article is available and providing you with a link to access the article on the ILLiad server. Please note that electronic articles are only housed on the server for 30 days, so print and/or save the article as quickly as possible. If you have received a book, thesis, reel of microfilm, or other physical item, please note any restrictions placed on use of the item by the lending library. For example, some libraries require that their material be restricted to “Library Use Only.” Also, note the date the item is due back. You can renew items through the ILLiad system, or by contacting the Interlibrary Loan office.

As long as your account is active, you will have access to a complete history of all material you have requested through interlibrary loan including requests that were not filled.

Contact the interlibrary loan at 318 357-5465 for more information.