**Libraries using ILLiad on the CT ILL Policy**

The CT ILL Loan Policy currently contains 3 libraries that use ILLiad, which is ILL management software.

You’ll see that their Preferred Contact Method is ILLiad. The image on the left shows the policy filtered to the 3 libraries that use ILLiad: UCONN, CCSU, and Yale.

You can search the corresponding catalogs of libraries that use ILLiad. If they own something that you wish to request, you can login to their ILLiad system and request it.

Note: If you use OCLC ILL, you can use that to request material from these libraries and there’s no need for you to use ILLiad.

<table>
<thead>
<tr>
<th>Town/City Library Name (alphabetical by town/city name)</th>
<th>Preferred Contact Method</th>
<th>Preferred Contact (for ILL Lending Requests)</th>
<th>Catalog</th>
<th>Pre-Populated E-mail</th>
<th>Books New</th>
<th>Books Textbooks Previous Edition</th>
<th>Books Textbooks Latest Edition</th>
<th>CD AudioBook</th>
<th>A/V</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Britain Central Connecticut State Univ. Elihu Burt Library OCLC Lender CTB</td>
<td>ILLiad</td>
<td>CCSU ILLiad System</td>
<td>CONSULS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Haven Yale University Also willing to lend microform, microfiche and periodical volumes</td>
<td>ILLiad</td>
<td>Yale ILLiad System</td>
<td>Catalog</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storrs UCONN Libraries OCLC Lender UCW</td>
<td>ILLiad</td>
<td>UCONN ILLiad System</td>
<td>Catalog</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Here, for example is the login screen to CCSU’s ILLiad System.

If it’s the first time you are using ILLiad to place a request, you will need login credentials. You must first contact the library (CCSU, UCONN and/or Yale) so that they can create an ILLiad login for your library.

Note:
You will need separate login credentials for each individual ILLiad system. If you use all 3 of those libraries, you will need 3 individual ILLiad login credentials, one for each system.

Each ILLiad system will look the same, but they are different systems with separate logins.
Libraries using ILLiad on the CT ILL Policy

Here’s the main screen in CCSU’s ILLiad system.

If you wish to place a request, you can click either ‘Photocopy’ or ‘Book’ which appear under the “New Request” menu.
Libraries using ILLiad on the CT ILL Policy

Here’s the Book Request screen in CCSU’s ILLiad system.

Fill out as many of the fields as you can, including the ISBN field. If you have CONSULS open in another window, you can copy and paste as much from there into the book request form as possible.

Once you are done, you click the “Submit Request” button, which is at the bottom of the form. That will send your request to staff at CCSU who will try to fill your request.
One of the benefits of placing your request in ILLiad (in addition to helping the lending library!) is that you can view your requests.

To view your requests, use the links under the View menu.

For example, you can choose ‘Shipped Items’ to see what items have been shipped to you.
Libraries using ILLiad on the CT ILL Policy

Here you can see that there is one item that CCSU shipped to my library. You can click the Transaction Number to get details on the request.

Note:
If you placed requests from UCONN (via ILLiad) or Yale (via ILLiad), you would have to login to those other ILLiad system to view the status of those requests.
Libraries using ILLiad on the CT ILL Policy

When you are done using ILLiad, make sure you logoff.
Libraries using ILLiad on the CT ILL Policy

Contacts
First-time ILLiad users must contact the library to set up an ILLiad account.

Central Connecticut State University (CCSU)
• Contact the CCSU ILL office at (860) 832-3408 or InterLibraryLoan@ccsu.edu

University of Connecticut (UCONN)
• Contact Stan Huzarewicz at (860) 486-1985 or stan.huzarewicz@lib.uconn.edu

Yale University
• Contact the Yale University ILL office at yaleill@yale.edu
• More information: http://guides.library.yale.edu/CTlibraries