



InterLibrary Loan Internet Accessible Database
Enter your user information below.
Then press the Logon to ILLiad button to continue.

ILLiad Logon

* Username

* Password

Interlibrary Loan Service

Forgot Password? [Click here](#)

* Indicates required field

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Interlibrary Loan

Mission

The Interlibrary Loan Department supports the research and educational needs of the University of Louisiana at Lafayette community by providing access to materials not held in the library's collections. The Department conducts all transactions in accordance with the Louisiana Interlibrary Loan Code, the National Interlibrary Loan Code, ALA Interlibrary Loan Code and U. S. Copyright regulations.

Eligible Users

This [service](#) is available to current University of Louisiana at Lafayette faculty, staff, students, and retirees who are engaged in research and possess a library circulation account in good standing. Blocked or delinquent library records must be cleared for service.

Undergraduate students should [ask the Reference Staff](#) for assistance in finding materials available at the UL Lafayette Library. Undergraduates may use Interlibrary Loan; however, an [Interlibrary Loan Undergraduate Privileges](#) form must be on file for all undergraduates requesting loans. This form must be approved and signed by a faculty member. The faculty member accepts responsibility for all materials obtained on behalf of that student with their signature.

Costs

Loans

There is usually no charge for borrowing returnable materials. If the lending institution charges for returnable materials, the ILL staff obtains the user's agreement to pay those charges before submitting the request.

Articles

There is always a non-refundable \$2.00 handling charge to support article delivery. It is drawn from the user's Cajun Cash account at the time the request is handled. If the lending institution requires any payment, the ILL staff obtains the user's agreement to pay those charges before submitting the request. ILL accepts Cajun Cash, Departmental Charge Account or money order. [Cajun Cash](#) is the default method of payment.

Departmental Charges

Users approved by Departmental Heads for this method of payment should type "Departmental Charge" and their

Interlibrary Loan (ILL)
(337) 482-6035 or
(337) 482-1612
Fax: (337) 482-1176
Room 157
ill@louisiana.edu

[ILLIAD LOGIN](#)

Quick Links

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- » [Frequently Asked Questions](#)
- » [Explanation of Borrowing Status](#)
- » [Undergraduate Privileges Form](#)
- » [Department Charge Approval Form](#)
- » [ILL Borrowing Policy and Procedures](#)
- » [Publication Finder](#)

departmental account number in the notes field of the request form.

A [Department Charge Approval Form](#) is provided for your convenience to assist you if your department requires that you obtain approval.

Delivery Time and Notification

We cannot predict delivery time for any particular request. Your order can take anywhere from a few hours to one to four weeks to arrive.

When your order arrives, you will be notified by email or telephone. You must pick up books in the Interlibrary Loan Department. Articles are primarily delivered electronically via a link and password emailed to users' UL Lafayette email account. If for some reason we cannot deliver your photocopy electronically, the method of delivery will default to hold for pick up at the Circulation Desk.

Status of Requests

You can check the status of your request at any time by [logging into your ILLiad account](#) and selecting "View/Modify Outstanding Requests" from the main menu. This [explanation of ILLiad statuses](#) can help to understand borrowing statuses.

For orders involving a fee: If you feel the material will arrive too late for your use, please contact us as soon as possible. If your order has not been shipped by the lending institution, we may be able to cancel your request and avoid unwanted charges for you.

Returning Materials

Borrowed items should be returned to the Interlibrary Loan Office or the Reference Desk on or before the due date and must not be returned to the Circulation Desk, in the book drop, or in the mail.

The patron is responsible for returnable materials from the time it is picked up in the Interlibrary Loan Office until is properly returned. Any fee or fine resulting from an improperly returned item is the responsibility of the patron.

Renewals

You may request a renewal on any Interlibrary Loan material, as long as "No Renewals" was not one of the restrictions that the lending library placed on the item.

Please remember:

- One renewal request allowed per loan
- Renewal Approval is up to the lender
- Renewals granted are usually 2-4 weeks
- Request renewals through ILLiad
- Requests for renewals must be made within the 5-day-period before the due date. (ILLiad will not allow renewals outside of this time-frame)

Please Note: The Due Date automatically generated by ILLiad upon submission of your Renewal Request is a provisional or "temporary" due date. You will be notified of the response and/or the new due date via email.

You may also log in to your ILLiad account to check the status of your request at any time. The response may be:

- Renewal is granted (you will receive a new due date)
- Renewal is denied (you must return the material immediately)

Limitations

- Renewals cannot be placed on overdue materials!
- Renewals cannot be placed on "No Renewal" items
- We cannot grant second renewals! However you may re-request the item if needed.
- You are allowed one re-request of a borrowed item during a semester after the first copy is returned to Interlibrary Loan.

How to Submit Your Renewal Request

You can place a renewal request by [logging into your ILLiad account](#).

Recalls

All interlibrary loan materials are subject to recall by the lending library. If recalled, materials must be returned immediately!

When material is due, and has not been picked up from the Interlibrary Loan Department, it is returned to the lending institution. If the material has been picked up, you will receive an overdue notice. ILLiad automatically generates overdue notices and blocks the user's account once the system deems the account extremely overdue. If the material is not returned, you will be responsible for any charges imposed upon us by the lending institution.

Textbooks

ILL is not a substitute for the purchase of textbooks and may not be used to fill textbook or reference requirements for course work.

Abuse of Services

The Interlibrary Loan Department reserves the right to deny privileges to anyone abusing these policies.

Violation of other libraries' lending regulations, including repeated overdues, jeopardizes borrowing privileges and could eventually eliminate the benefits of services for *everyone*.

Interlibrary Loan strives to maintain a good working relationship with our suppliers by returning their materials promptly!



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University of Louisiana at Lafayette
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(337) 482-6025
duprelibrary@louisiana.edu



A Federal Depository Library

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