



University of Connecticut School of Law Library

Information, Policies, and Procedures

ILLIAD REGISTRATION GUIDE

- UConn law students who wish to request materials through interlibrary loan must first **register** with the law library's ILLiad system. You only need to register once while in law school. Your account will remain open until you graduate. Please do not submit duplicate registrations.
- An active UConn law school email account is required to use our ILLiad service. This is the only email address (**@students.law.uconn.edu**) that will be accepted on your registration form.
- Your ILLiad **Username** is **not** your Net ID. Enter your **Username** on the registration form as the first letter of your first name followed by the first 7 letters of your last name (**e.g., jdoe**).
- Create a **Password** to enter on your registration form. Be attentive to the distinction between **Username** and **Password**. Your username is fixed and cannot be altered. You choose your password and can change it from your account menu. If you forget your password, click on ***Forgot Password?*** below the ILLiad logon boxes and you can reset it via law school email.
- Once registered with ILLiad, you can submit expedited book loan requests through **WorldCat**. Find a **Book** in WorldCat, display the full bibliographic record, and select the **ILLiad button** to logon to your account. The information from WorldCat will then be transferred to an **Book Loan** request form for you to review and submit. Notes you add are not seen by lenders.
- You cannot request individual volumes or chapters from **books** through WorldCat. WorldCat simply directs a request for the specific title and edition you select to the libraries that hold it. To order specific pages or sections from **non-circulating books**, you need to complete a **Photocopy/Article** request form. That form can be selected from your ILLiad account menu.
- You can request **journal articles** through WorldCat if the record you select is **Document type: Serial**. WorldCat **Serial** records link directly to an ILLiad **Photocopy/Article** request form with boxes to enter the volume, date, pages, author and title of an article or chapter. Please enter complete information in the **appropriate boxes**. Do not enter text in page number boxes.
- Please monitor **due dates** on checked-out items in your ILLiad account to avoid **overdue fines**. You can submit a renewal request through ILLiad within 1 week before the due date. Once an item is overdue it cannot be renewed and substantial permanent fines will accrue.