ILLiad guide - making an ILL request - using **ILLiad** (**I**nterlibrary **L**oan **i**nternet **a**ccessible **d**atabase)

Login to your ILLiad Account- Do you have an account? If not – click on First Time Users

ILLiad
Enter your user information below.
Then press the Logon to ILLiad button to continue.

ILLiad Logon

a). Username - enter the 14-digit Lib# on your Bulldog Card
b). Password - anything you want – preferably - your Last Name

*Username [   ]

*Password [   ]

Logon to ILLiad

Forgot Password?
First Time Users

Login failed. Please check your username and password before trying again
or click on Forgot Password or First Time User

1. **Forgot Password?** Enter your username. Click **Reset Password**. Receive email to **reset password**

ILLiad

If the email you specified exists in our system, we have sent a password reset link to it.

Forgot Password

*Username [   ]

Reset Password   **Cancel - Exit ILLiad System**

2. **First Time Users follow the instructions below. Scroll down and click on First Time User Click Here**

First Time User Registration for Interlibrary Loan

To request an item through Interlibrary Loan, you must first identify yourself to the library's ILLiad system. To do this you fill out a registration form using your Web browser. Registration has three purposes:

Entering your personal information into the ILLiad system means you will not have to supply the information again when making future requests.
Having your e-mail and regular mail addresses on file with Interlibrary Loan enables us to notify you promptly and deliver materials accurately when your request arrives in the library.
By specifying a Username and Password of your choosing, you will have secure access to information about your requests. You will also be able to review the list of items you have requested in the past.

About your Username and Password

During registration, you will be asked to choose a Username and Password. You will use this Username and Password when logging on to the ILLiad system in the future.

Username
Choose anything you like, such as your name, abbreviations, or an alphanumeric code.
Password
Choose anything you like. We recommend that you follow good security practice and choose a password that is different from those you use to access other systems. ILLiad will encrypt your password, so it will remain secure. Only you will know your password.

Important Copyright Information

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

ILLiad FAQ (Frequently Asked Questions)

Before registering, you may wish to read the ILLiad FAQ. The FAQ may answer other questions you have about the ILLiad interlibrary loan system.

By pressing this button you acknowledge and agree to all of the terms and conditions above. Please pay particular attention to the copyright statement and the ILLiad FAQ. After reading this information, you can press the "First Time Users Click Here" button to continue.

First Time Users Click Here

3. First Time Users- fill out New User Registration for ILLiad correctly and with required information *

BCM New User Registration for ILLiad

* Indicates required field

Field	
*First Name	
*Last Name	
*ID Number — **Enter the 14-digit Lib# from the front of Bowie Card**	
*E-Mail Address	
*Daytime Phone	
*Primary Address Line 1	
Primary Address Line 2	
*Primary Address City	
*Primary Address State	
*Primary Address Zip	
Secondary Address Line 1	
Secondary Address Line 2	
Secondary Address City	
Secondary Address State	
Secondary Address Zip	
*Status	Choose a Status
*Department	
Authorized Users — List the full names of anyone you wish to be allowed to pick up your ILL items. An ID will be REQUIRED to pick items up.	
Delivery Location (BCM = Bowie State University)	BCM
*Username: Enter the 14 digit Lib# from the front of your Bowie Card	
*Password: Enter your Last Name — Case sensitive	
*Re-enter your last name as your Password — Case sensitive	

Submit Information   Clear Form   Cancel - Exit ILLiad System

4. ILLiad Account Request a scholarly journal article click on Photocopy. Provide required information

Logoff
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Main Menu

New Request
Photocopy
Book
Book Chapter
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All Requests
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Tools
Change User
Information
Change Accounts
Change Password

About ILLiad

Electronically Received Articles

Photocopy Request

* Indicates required field

Enter information below and press the Submit Request button to send.

Describe the item you want

Field	
*Title (Journal, Conference Proceedings, Anthology) — Please do not abbreviate unless your citation is abbreviated	
Volume	
Issue Number or Designation	
Month	
*Year	
*Inclusive Pages	
ISSN/ISBN (International Standard Serial/Book Number) — If given will speed request processing	
Call Number	
OCLC or Docline UI Number	
Article Author	
*Article Title	
*Not Wanted After Date (MM/DD/YYYY)	09/22/2025
Will you accept the item in a language other than English? — If yes, specify acceptable languages in the notes field.	Yes
Account Number	
Notes — Put any information here that may help us find the item, as well as any other pertinent information.	

Where did you learn about this item?