



## Registering for ILLiad

**ILLiad** is the Research Medical Library's **interlibrary loan and document delivery service** for MDACC employees and students. Use ILLiad whenever you need an item that the Library does not have available either in print or online.

**To register and submit a request, follow the steps below:**

1. Open a web browser and go the Library's home page ([www3.mdanderson.org/library](http://www3.mdanderson.org/library)).
2. Click the **Document Delivery** link listed in the side bar on the left.
3. Read about the Document Delivery service then use the **Click Here** button for **First time users**.
4. After reading the registration information, use the **First Time Users Click Here** button at the bottom of the page to load the registration form.
5. **Provide the information requested by the form:**
  - The **Library Bar Code Number** is on the back of your MDACC badge under the bar code.
  - When the Library receives the article as a paper copy, we can mail it to your address or hold it at the Library for pickup. Use the **Preferred Article Delivery Method** options to set your preference for this feature.
  - Use the **Preferred Loan Delivery Method** options to provide your preference for books the Library borrows for you. If you are offsite, the Library can mail the book to you using the institutional mail. Others can pick up their books at the Library's Interlibrary Loan (ILL) office.
  - Almost always, the Library receives the articles it borrows for you as PDF files and can deliver them to you electronically in this format. To receive articles you have requested as PDF files whenever possible, leave **Preferred Electronic Delivery if Possible** set to **Yes**.
  - After choosing your username and password, click the **Submit Information** button.
6. After submitting the registration form, you will be taken to a Web page with buttons leading to **forms for the various types of requests** you can place (e.g., photocopy of an article, book, conference paper, etc.).
7. Complete the proper form and submit the request. The Library will notify you, usually by **email**, when the requested item is available.