To access ILLiad, go to http://oldwestbury.illiad.oclc.org/illiad/logon.html

If you have never used Iliad before - click on the “First Time Users” link

Read through and Scroll down the information page. Click on the First Time Users Click Here button to continue....
Fill out requested information. When choosing a username, please try and use the username assigned by Old Westbury. Items with the asterisks* are required. Please also fill out the fields for status and department. Click on Submit once completed.
After registration is completed – you will be directed to the main menu screen after all subsequent logons. To the left of the screen, there are various options.

The first set, labeled **New Requests** – includes links to the proper forms to request books, articles (photocopy), and other materials.

The second set of options, labeled **View** – provides links to view and manage your ILL requests, as well as view any articles you requested that were delivered electronically. *Articles received will remain available for only 30 days.*

The final set labeled **Tools** – provides options to manage your account and reset your password.
It is also possible to access ILLiad from within the library databases to request articles and also within the library catalogs to request books. When you see an article you would like that is not available full-text within the database, click on the link that says *Article Linker – Get it!*

The article wanted is not available full text from this subscription database. But by clicking on the link *Article Linker – Get It!*

It will check our other subscription databases if full text is available, but also a link to check our print collection.

The Article Linker verifies that there is no print or other electronic database that has this article available. The next step is to request this article through inter-library loan (ILLiad).
By selecting the link for interlibrary loan – it will bring you to the ILLiad Logon page.

Login to ILLiad to complete your ILL request – If you do not have an account, click on First Time Users and refer to the beginning of this handout.

*Note that the request form was automatically filled in with the necessary bibliographic information for the requested article (always double check the information is correct).

Clicking Submit your request will be sent to the ILL office to be processed.

The ILL office will not process ILL requests for materials that are available in our collection (print and through our online databases). Nor will we process anyone who has outstanding library fines or outstanding ILL materials. You will be notified of the status of your request via Email sent to your ILLiad account.