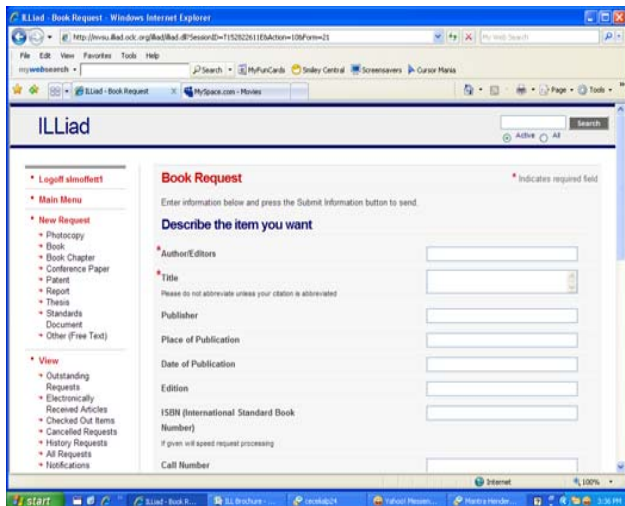


Checklist for Submitting an ILLiad Request

- Log-on to MVSU website, www.mvsu.edu
- Click on library link located on left-hand side of homepage
- On the library resource page click the Interlibrary Loan Link
- Log-in by typing your username and password
- Click the log-on to ILLiad button
- The main menu allows you access to place and view status of requests



NOTE: Once requested items arrive an email notification will be sent.

If there are any questions please feel free to contact the Interlibrary Loan Office. The office is located on the second floor of the library, or email ill@mvsu.edu or (662)254-3501.

LIBRARY HOURS OF OPERATION

Monday—Thursday 8:00am—10:00pm

Friday 8:00am—7:00pm

Saturday 10:00am—4:00pm

Sunday 2:00pm—10:00pm



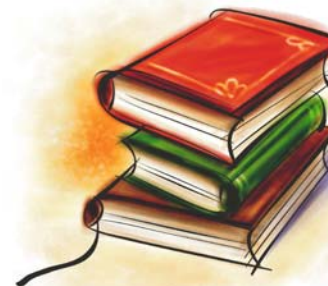
Mississippi Valley State University
James Herbert White Library
14000 Highway 82 West
Itta Bena, Mississippi 38941-1400

MISSISSIPPI VALLEY STATE UNIVERSITY

JAMES HERBERT WHITE LIBRARY

Interlibrary Loan

[http://www.mvsu.edu/
library](http://www.mvsu.edu/library)



662-254-3501

Interlibrary Loan Department

Illiad is an electronic system used to request an item through Interlibrary Loan. This simply means submitting an Interlibrary Loan request electronically, instead of using a paper form.

Illiad

The J. H. White Library's Interlibrary Loan System allows you to request materials, track the status, edit requests and renew materials online. To access, log-on to www.mvsu.edu, click library and then the MVSU Interlibrary Loan Link, found at the bottom right of the library web page. Click "first time user" and complete the registration form. Remember to safeguard your username and password because the ILL Manager will not be able to supply you with this information. The ILL request form is restricted to faculty, staff and students currently enrolled in classes at MVSU. Before submitting a request, Please check our online catalog and/or our periodicals holdings list to determine if the item you seek is owned by the library. When submitting a request supply accurate information. This will ensure the item requested is the item needed.. Keep in mind all requests are electronic and any information submitted incorrectly will cause delays or unfilled requests.

Interlibrary Loan Policy Guide

Faculty, staff and students affiliated with MVSU needing materials for professional or academic research may request interlibrary loans.

Patrons are responsible for checking the library holdings for requested materials before submitting an ILL request.

ILL can not guarantee a specific turnaround time. Although all effort is made to obtain ILL items as quickly as possible, delays due to hard-to-find items, slow mail delivery and similar problems are often unavoidable.

Checklist for Illiad Registration

- Patrons must be a current student, staff or faculty of MVSU
- Patrons must have an active circulation account.
- Log-on to MVSU website, www.mvsu.edu
- Click on library link located on left-hand side of the homepage
- (This page is the library resource page)
- Click on the Interlibrary Loan Link
- located in the bottom right corner
- Click "First Time Users"

Scroll to bottom of page & click the First Time Users Click Here Button

Complete registration form

Note: All fields with an asterisk (*) are required. Remember to safeguard your username and password. This information CAN NOT be retrieved by the ILL Manager. All notifications will be sent via email. The delivery method is hold for pickup (NO EXECPTIONS).