**WHAT IS InterLibrary Loan?**

Interlibrary Loan is a service that allows patrons to obtain research material not available in our library. Current students, faculty, and staff are eligible for this service. WVU Tech Beckley Library uses **ILLiad**, an Interlibrary Loan Management System. Interlibrary Loan Services are **FREE for Tech Students & Faculty**.

**ILLiad INSTRUCTIONS**

Instructions are available on the ILLiad web site.

**Three Tips for WVU Tech Users (First-time Users):**

1. Email address must be your WVU.edu (same as mix)
2. Change location from Morgantown to Beckley. The new address is 410 Neville Street, Beckley, WV 25801
3. Status – choose “undergraduate” or other appropriate status

**Returning students** should edit the location in their ILLiad account from Montgomery to Beckley**

**ONLINE REQUEST FORMS**

Go to [https://lib.wvu.edu/beckley/services/ill/](https://lib.wvu.edu/beckley/services/ill/). You may already have a username and password, if not, click first time user and follow instructions. There are two different request forms: one for books and one for articles. One request per form. Please provide complete citation information or we will not be able to process the request.

**RECEIVING REQUESTS**

Book loans received from other libraries are checked in the Interlibrary Loan office and you are then notified by email that the book has arrived and can be picked up at the library.

Electronic articles will be sent to our email address on the web and remain there for thirty days or until you delete the article.

**ILL Contacts:**

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