

Requesting Interlibrary Loans (ILL)

When Bell Library does not have articles, books, or other documents that current TAMU-CC students, faculty, and staff need, the Interlibrary Loan Service will find a way to get these materials. In order to use the service,

- Go to the Bell Library Homepage, <http://rattler.tamucc.edu>.
- Click on **Services** and then **Interlibrary Loan**.

If you are off campus or in the student apartments, you are considered a *remote user*. This means you will see an authorization screen before you are able to see the Interlibrary Loan page. **Note:** Follow the instructions on this page and then click the **Submit** button.

Mary & Jeff Bell Library

As of September 10, 2007 your newly-issued student id is the required login id to access any and all library services. The library no longer requires the use of social security numbers as a form of authentication.

If you have forgotten or lost your student ID number please click on this link to obtain your id: [Get my student id](#)

Staff and Faculty that were not issued an ID will need to contact the Circulation desk (ext. 2340) for a patron id number to be able to access the library resources remotely.

Please enter the following information:

For example, type "Jane Smith" and then press the RETURN key.

Your Name:

Student ID:

VERIFIED BY
GeoTrust
Texas A&M Univ. ...
CHECK 12.10.07 15:20 UTC

ILLiad Logon Screen

If you are requesting an ILL for the first time, click on **First Time Users** at the bottom of the screen.

Then press the Logon to ILLiad button to continue. If you've forgotten your password click on the "Forgot Password?" link. You must have a valid email address on your account for this service to work, otherwise please contact the ILL department at 825-6557 or contact the Circulation desk at 825-2340. Someone is available to assist you Monday - Friday, 8:00 am - 5:00 pm.


ILLiad Logon * Indicates required field

* Username

* Password

Logon to ILLiad

Before requesting a book or article, please check [Portal](#) or [Find Journals](#) for local holdings prior to submitting through ILLiad.


 [Forgot Password?](#) [First Time Users](#) [ILL Policies | FAQ's](#)

First Time User Registration for Interlibrary Loan

Be sure to read the Registration for Interlibrary Loan screen—especially the instructions on creating your username and password. This is *not* a Novell Account.

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](#)

New User Registration for ILLiad

Fill out the ILLiad registration form. You must supply information that is **required**, then click **Submit**. If you wish to receive your articles by e-mail as PDF documents, you can indicate that here. If you are a distance student, be sure to indicate that, as well, under **Status** near the bottom of the screen.

ILLiad

New User Registration for ILLiad

* Indicates required field

* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* ID Number	<input type="text"/>
Preferred Notification Method	<input type="text" value="E-Mail"/>
* E-Mail Address	<input type="text"/>
* Daytime Phone	<input type="text"/>

ILLiad Logon Screen

Once you set up your ILL account, you can immediately request journal articles, books, book chapters, and so on. If you forget your password, click on the **Forgot Password?** link. You will be able to reset your password. You must have a valid email address on your account in order for this service to work. Otherwise, please contact the ILL Department at 825-6557 or the Circulation Desk at 825-2340. Someone is available to assist you M – F, 8:00 a.m. – 5:00 p.m.

ILLiad

Enter your user information below.

Then press the Logon to ILLiad button to continue. If you've forgotten your password click on the "Forgot Password?" link. You must have a valid email address on your account for this service to work, otherwise please contact the ILL department at 825-6557 or contact the Circulation desk at 825-2340. Someone is available to assist you Monday - Friday, 8:00 am - 5:00 pm.

ILLiad Logon

* Indicates required field

* Username	<input type="text"/>
* Password	<input type="password"/>
<input type="button" value="Logon to ILLiad"/>	

Before requesting a book or article, please check [Portal](#) or [Find Journals](#) for local holdings prior to submitting through ILLiad.



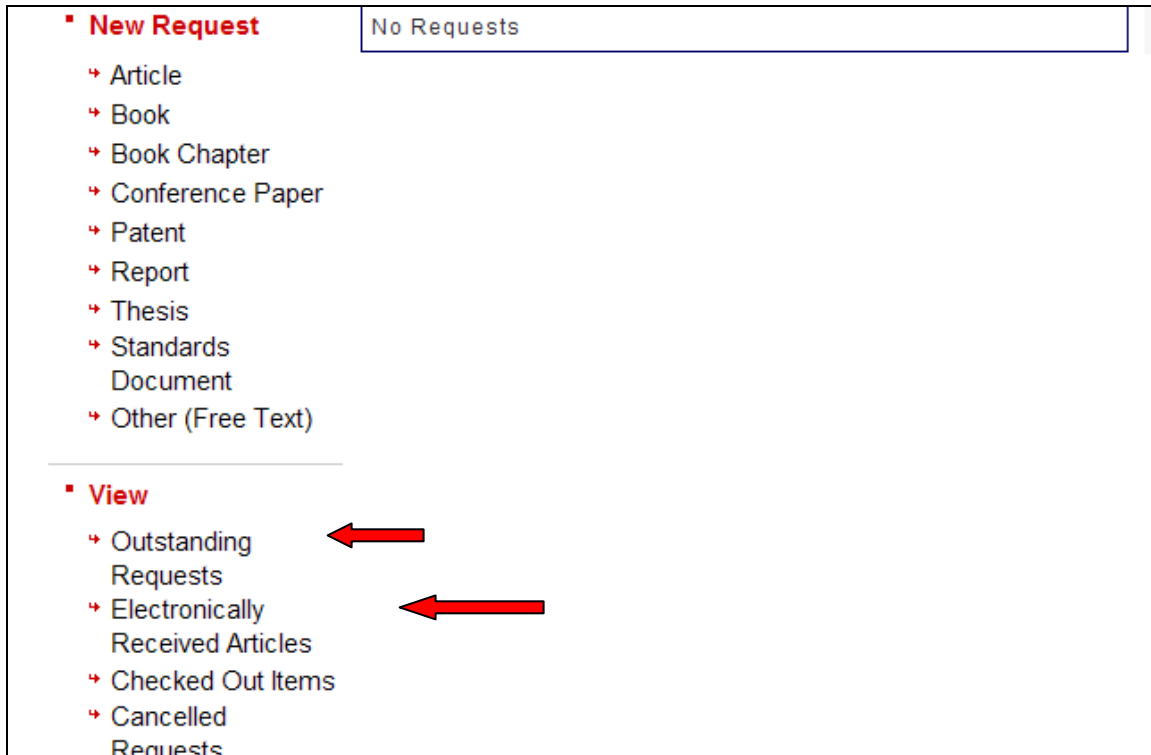
[Forgot Password?](#)

[First Time Users](#)

[ILL Policies | FAQ's](#)

Checking the Status of Requests

Check the status of requests by logging in to ILLiad and, under **View**, clicking on **Outstanding Requests**. You can also **View Electronically Received Articles**.



Length of Time for Materials To Arrive

An ILL for a journal article takes 2 to 3 working days or longer to arrive. A book can take 5 working days or longer. To save you time and to prevent delays, make sure of two things before requesting an ILL:

- Bell Library does not own the item.
~Check the online catalog, PORTAL, for books, print journals, CDs, etc.
~Check the **Find Journals** List for electronic journals.
- You have a *complete* citation. Without the complete citation, an ILL request cannot be filled.

6/08, dh