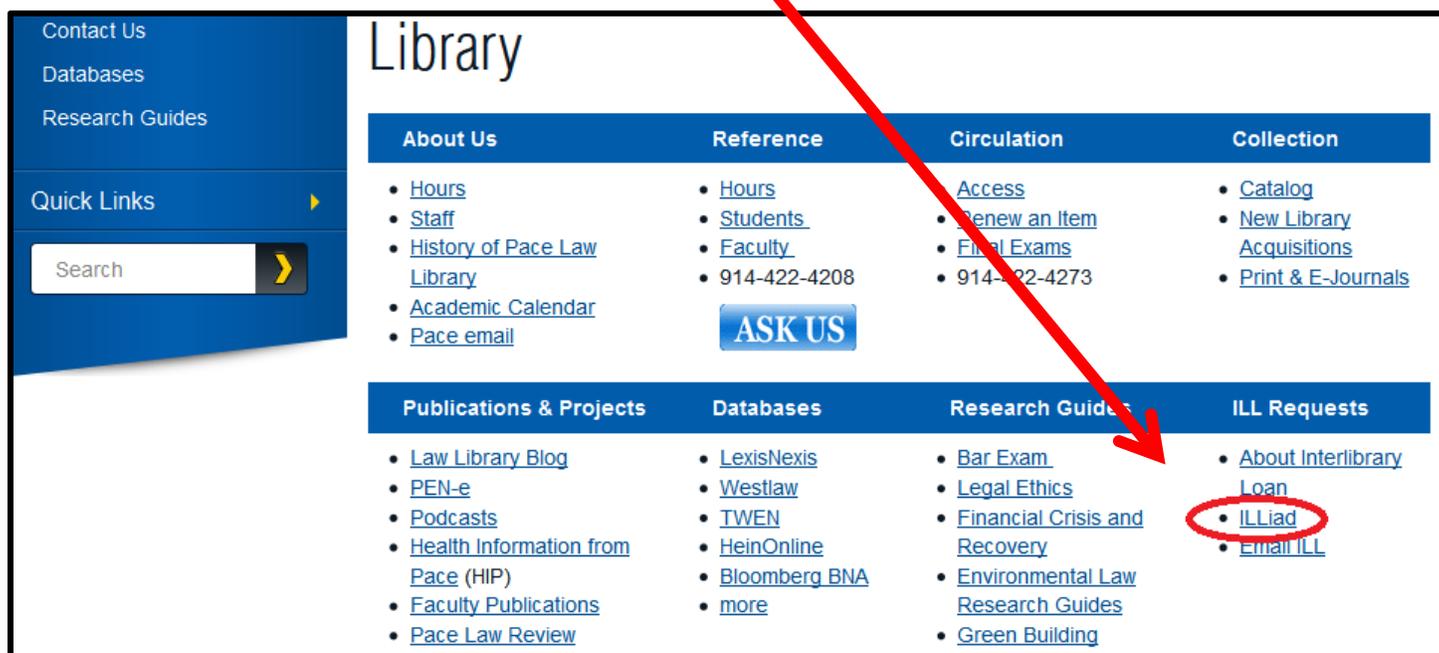


# Submitting an Interlibrary Loan (ILL) Request

1. Before submitting an ILL request, please check the Pace University online catalog (<http://www.law.pace.edu/library-catalog>) for book and journal titles. Requests will be cancelled if they are available at a Pace University library.
2. Go to the **ILLiad** logon page which can be accessed through the Law Library homepage (<http://www.law.pace.edu/library>).



The screenshot shows the Pace University Law Library homepage. On the left is a navigation menu with 'Contact Us', 'Databases', 'Research Guides', 'Quick Links', and a search bar. The main content area is titled 'Library' and is organized into a grid of sections:

- About Us:** Hours, Staff, History of Pace Law Library, Academic Calendar, Pace email.
- Reference:** Hours, Students, Faculty, 914-422-4208, and an 'ASK US' button.
- Circulation:** Access, Renew an Item, Final Exams, 914-422-4273.
- Collection:** Catalog, New Library Acquisitions, Print & E-Journals.
- Publications & Projects:** Law Library Blog, PEN-e, Podcasts, Health Information from Pace (HIP), Faculty Publications, Pace Law Review.
- Databases:** LexisNexis, Westlaw, TWEN, HeinOnline, Bloomberg BNA, more.
- Research Guides:** Bar Exam, Legal Ethics, Financial Crisis and Recovery, Environmental Law Research Guides, Green Building.
- ILL Requests:** About Interlibrary Loan, **ILLiad** (circled in red), Email ILL.

3. **First time users:** click on the “First Time Users” link. Read the terms and conditions and then click on the “First Time Users Click Here” button. Complete the “New User Registration for ILLiad” form and create a username and password. Your username **MUST** be your Pace Law School email address. Click on the “Submit Information” button.  
**Existing users:** Sign into your ILLiad account on the logon page. If you have forgotten your logon information, please contact the Interlibrary Loan Department at [inter-library-loans@law.pace.edu](mailto:inter-library-loans@law.pace.edu).
4. To submit an ILL request, select the “request type” button that is most appropriate to the item that you are interested in borrowing. For example, if you are requesting a book, click on the “Request a Book” button, but if you only need a chapter from a book, click on the “Request a Photocopy” button.
5. Fill in as much information as possible on the loan request form. All fields that are designated as required must be filled in on the loan request form before your request can go through. If you do not know what to put in a required field, please type “unknown” in the box provided for the required field.
6. When you have completed the request form, click on the “Submit Request” button to submit your ILL request to ILLiad.
7. Once you have completed your transactions, you can sign off from ILLiad by selecting the “Exit ILLiad System” button.
8. You will be contacted by email once your ILL requests have been received at the Law Library.