

How to Use: ILLiad Interlibrary Loan Services for Off-Campus Students

- Alfred C. O'Connell Library – Genesee Community College-

Request Library Materials from Home, 24 Hours a Day, 7 Days a Week

What is ILLiad?

ILLiad is GCC's online Interlibrary Loan request service. You can request a book, audiovisual material or a copy of an article by using ILLiad. These items may be owned by GCC or by another library.

First you must create an ILLiad account. You will need to know your GCC network username and have a valid GCC ID card. Go to the library homepage at www.genesee.edu/library. In the left hand column, click on the link "ILLiad Interlibrary Loan." Or go directly to go to:

<http://genesee.illiad.oclc.org/illiad/logon.html>. At the ILLiad logon page, click on the "First Time Users" link and follow the instructions to create your ILLiad account. Your account will remain active as long as you are a GCC student, so remember your password!

IMPORTANT: Toward the bottom of the form, at "Delivery Location/Campus Center," select the campus center where you want the items to be delivered.

How do I make a Request?

Once you have an account, just click on the ILLiad link and log on. In the left hand column, under New Request, select the correct form.

- ❖ For books: Search the library catalog. Once you find something you would like to request, print out or copy down the important information (author, title, publisher/periodical, pages). Select the Book form and type in this information. Click Submit Request.
- ❖ For articles in our databases: When you find a suitable article, and see a "Full-text" link, click there and print the article. If there is only a "Get Full Text" link, click there. Follow suggested database links. If no databases are listed, click on the "Request via Interlibrary Loan" link. A form will pop up with all of the information already in place. Click Submit Request.

How long will it take to get my request filled?

If GCC owns the item: 2-4 days.

If GCC does not own the item: 1-3 weeks for book loans and less than one week for articles.

Is there a limit to the number of requests I can place?

There is no limit to requests for items owned by the GCC library. In order to serve all of our patrons, there is a limit of **10 requests per course per semester per student** for items that GCC does not own.

How and where do I get my items?

For Articles:

- If possible, **articles will be delivered electronically**. Electronic delivery of articles in PDF format is available for most requests. Check your **GCC email** regularly while you are waiting for your requests. The email notification will provide you with additional information regarding how to retrieve your requested items.
- Electronically delivered articles will be available to you through the ILLiad system for 30 days only. We also suggest you print out your article when you first view it as a safeguard against losing access later.

For Books and other materials:

- We will **only** send books and other materials to your designated campus center. After you have made a request, you will be notified via **GCC email** when your materials have arrived.
- No books or other materials will be sent to your home. We are not able to ship items elsewhere, so if you are **too remote** from a campus center to pick up materials, you will not be able to request books and other materials. We suggest that you visit a library near your home to find materials. An academic library, such as a college or university, will probably have the kinds of materials you need.
- You are responsible for picking up these materials from the campus center and returning them to the campus center by their due date.

How long may I keep loaned books and audiovisual materials?

If GCC owns the items: Usually 3 weeks with renewals.

If GCC does not own the item: Usually 3 weeks with no renewals. You may, however, request a renewal for non-GCC items via **ILLiad**. Whether your renewal is granted depends on the lending policies of the library who owns the item. You will be notified via GCC email regarding the status of your renewal request.

How do I renew GCC items?

Most GCC items can be renewed online (as long as they are not overdue) by going to the Library Catalog and logging into your library account, or you may also call the Circulation Desk at (585) 345-6834 during normal library hours. Items that are overdue by a week or more must be renewed in person in the library.

Library Cards

To check out library materials, you need a GCC student ID card. Please visit your Campus Center office to obtain your ID card. (Or visit the Batavia Campus office of Student Activities).

The following option is available only for students who do not attend classes at a campus center or the Batavia campus and live more than an hour's driving distance from a campus center or the Batavia campus, or are otherwise physically unable to visit a campus center or the Batavia campus:

If you are unable to come to a GCC campus center or the Batavia campus to get a student ID card, we will create a "virtual card" for your library transactions. In order to do this, you will need to obtain your Genesee Community College Banner student ID number. (All registered students have a Banner student ID number.) Once you have this Banner ID number, you will use this number for any library transactions that require an ID number or a barcode number.

Reference Support

A Reference Librarian is available via phone or chat to assist you when the library is open.

Questions? Contact a Librarian:

In Person	Library Information Desk
Phone	585-343-0055 Ext. 6419
Email	Click on Ask a Librarian! then Email from the library's web page
Chat	Click on Ask a Librarian! then Chat online from the library's web page