

How to Request the Interlibrary Services (ILS) Deliver Document Delivery Service for library-owned material

ILS staff will retrieve, scan, and deliver via email locally owned library material for K-State faculty, staff and students.

1. Go to K-State Libraries' home page: www.lib.ksu.edu .
2. Click on Request an interlibrary loan and logon using your ILLiad username and password. First time users will need to complete the ILLiad registration form.
3. Under Submit Requests, select Article, Book Chapter, or Conference Paper, whichever is appropriate, and complete the rest of ILLiad request form.
4. Click on Submit button to send your request.
5. You will receive an email when your request is available for retrieval through your ILLiad account.
6. Contact ILS, 532-7440, for additional information or for assistance completing the ILLiad request form.