

Middlebury College  
Summer Language Schools at Mills College - Interlibrary loan

Using ILLiad and placing requests  
For Faculty and Students in residence at Mills:

- Once you have an ILLiad account you may place requests, using the ILLiad's on-line forms or by linking directly from Summon or any of our subscription databases. You can also initiate a request through a databases, such as MLA, or Worldcat by clicking on the place ILL link

**Sorry, no holdings were found for this journal.**

**Options for obtaining the article.**

Search MIDCAT, the Middlebury Libraries catalog [By Title](#)

[Link to ILLiad to place an Interlibrary loan request](#)

This link leads directly to an ILLiad logon and generates a completed ILL request form for you to review and submit. Please fill-in ISSN, a number for periodicals, using either Wordcat or [UlrichsWeb Global Serial Directory](#) , and include a note on each request reminding us of your location.

- Because you do have direct access to the physical collection of the Middlebury College Library while at Mills, you may request items that are held at Middlebury. The interlibrary loan department will send, or scan and send electronically any items held by the library. Loan requests will only be processed through July 23rd, as beyond this date there is not sufficient time to ship them to Mills College.
- **When submitting requests, it is very important to include a message of your current status/location, such as: "I am a Mills Summer Language student and would like my requests to be delivered electronically." This message makes it possible for us to identify requests that might otherwise be cancelled (because the items are available locally), and to process these requests.**
- Should a request be accidentally cancelled, you can re-activate it and send back to us with a note of explanation through your on-line ILLiad account. Here's what to do:

From ILLiad's Main Menu, select the button: View /Resubmit Cancelled Requests (View/Resubmit Cancelled Requests). On the page of your cancelled request, click on the button of the TN: ##### you want to resubmit, which will bring up the detailed information of the request. Just click on the "Resubmit Request" button, make any changes or add any new notes, then "Submit Request" to send it back to us. This

process will insure that your request is immediately back in our system and ready to be ordered.

- Resubmitting a request, rather than creating a new request, is advised because the request's history is kept in our system and helps in future processing of the request.
- To see your current requests in ILLiad, log on to your ILLiad account, via the link: <http://ill.middlebury.edu/illiad/logon.htm>. Scroll down the ILLiad Main Menu, past the section for placing new ILL requests, to the "Review Requests" section. Click on the button

#### View /Modify Outstanding Requests

and a list of the current items we are working on will appear. Clicking on any request TN: will pull up the detailed information on that request including a history of the progress we have made on your request.

- To see requests that have already arrived, click on the button

#### View /Download Electronically Received Articles

and a list of the current items delivered to the web will appear. By clicking on the blue ILL request transaction number (TN:) your ILL request should open in Adobe Acrobat Reader. (Your computer must have a version of this free software in order to view your request.) From Adobe Acrobat you can read print, or save the article to your computer.

- It is important to update your contact information in ILLiad if your location and/or status changes. You can update your personal information at any time in ILLiad to reflect your current address, abroad or on-campus. This helps us to verify ILL services and delivery methods.

Other things to be aware of when ordering from ILL:

- The average cost of an ILL, including shipping, software, and staff, is roughly \$30. It is for this reason we encourage responsible ILL-usage, and immediate use of all ILL materials.
- Items delivered to our web server only remain accessible for about a month before they expire and are automatically deleted from our system. You can, however, save the PDF file onto your own computer when viewing it through Adobe Acrobat from the web. Usually there is a small icon that looks like a floppy disk on the left side, right above the image of your article. Saving articles to your own hard-drive may prevent the loss important research when articles expire from our system.
- When you "Delete" a request on ILLiad, the file remains on our server for one week. This gives us the opportunity, for a short period of time, to restore an article deleted in error. If you do click on the "Delete TN: ####" button, by mistake before you have finished with an article, please contact the ILL Dept. as soon as possible to request restoration of your request.

