

# Interlibrary Loan How To:

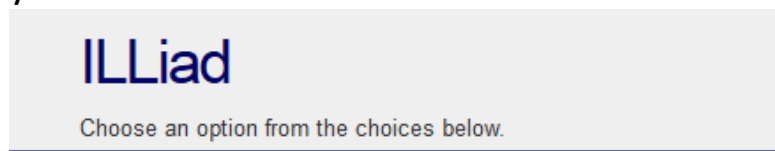
Click on the “Interlibrary Loan” link at <http://www.library.sunyocc.edu> homepage (under “Library Services”) **OR**

Go to: <https://sunyocc.illiad.oclc.org/illiad/logon.html>

Login with your username and password **OR** if this is your first ILL request: click “first time users”

click “first time users click here”

enter all necessary info (\*), then click “submit information” at bottom of page you will be sent to this screen:



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- **Main Menu**
- **New Request**
  - ↳ Article
  - ↳ Book
  - ↳ Book Chapter
  - ↳ CD
  - ↳ Conference Paper
  - ↳ Report
  - ↳ Other (Free Text)
- **View**
  - ↳ Outstanding Requests
  - ↳ Electronically Received Articles
  - ↳ Checked Out Items
  - ↳ Cancelled Requests
  - ↳ History Requests
  - ↳ All Requests
  - ↳ Notifications
- **Tools**
  - ↳ Change User Information
  - ↳ Change Accounts
  - ↳ Change Password
- **About ILLiad**

Outstanding Requests
Transaction
No Requests

**< Click one of these options to request a new item. Make sure you are choosing the correct option for your request (book, article, cd, etc...)**

**< If you request an article, this is where it will be sent. You can retrieve it by selecting “electronically received articles”**

**To request a renewal on an item you received, click on “checked out items” you will be taken to a page that looks like this:**

Checked Out Items	
Transaction Number	Document Type
11059	Book

**click on the transaction number**

**then click on “renew request” (it’s in red toward top of page)**

**Still have questions? Call 315-498-2191, 7:45am – 3:45pm**  
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