

Interlibrary Loan How To:

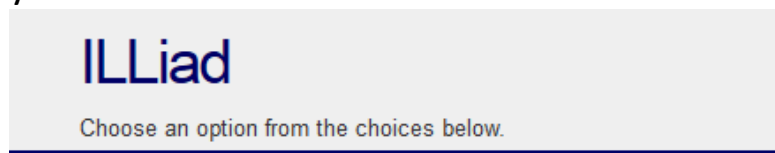
Click on the “Interlibrary Loan” link at <http://www.library.sunyocc.edu> homepage (under “Library Services”) **OR**

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:



-
- **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

