

## Getting Started with ILL Express Request

### First-Time Users

If you are a first time user of ILL Express Request, you will need to register with the system so that the library can verify that you are authorized to borrow resources and so that they can easily contact you when your loan request is ready. Registration requires only that you provide some basic information and should take only a few minutes.

lee and jim **VANN LIBRARY** INTERLIBRARY LOAN

[First Time Users - Click Here](#) ← First time users need to click here to get started

Returning users - enter your user information below.

### ILL Express Request

\* Indicates required field

\* ILL Username

\* ILL Password

**Logon**

[Forgot Password?](#)  
[Library Home Page](#)

ILL Services | Lee and Jim Vann Library | University of Saint Francis  
2701 Spring Street, Fort Wayne, IN 46808  
phone: 260.399.8060 | fax: 260.399.8166 | email: ILL@st.edu  
ILL Express Request is powered by ILLiad

After clicking on the link, you will be taken to an informational page for first-time users. At the bottom of the page, is a link to the registration form.

By pressing this button you acknowledge and agree to all of the terms and conditions above. Please pay particular attention to the copyright statement and the ILLiad FAQ. After reading this information, you can press the "First Time Users Click Here" button to continue.

**First Time Users Click Here**

Copyright © 1996, 1998 Virginia Tech Intellectual Properties, Inc. All Rights Reserved.

Fill out the registration form and select the Submit Information button. You will be taken to the main ILL Express Request Page. From here you can update your user information, keep track of what you have ordered and when it's due back, and order a variety of documents.

## How to order a book

Before ordering a book through ILL Express Request, please check the [USF Catalog](#) to make sure the university does not own the item.

You can also search our catalog from the [library home page](#) by typing your search in the box shown below, or click Advanced Search for more searching options.

The screenshot shows a search interface with a dark blue header containing three links: [Database List](#), [Journal Locator](#), and [Subject Search](#). Below the header is a search area with a yellow background. It features a "PowerSearch:" label followed by a text input field and a "Go" button. Below this is a "Search Our Catalog:" label followed by a text input field and a "SEARCH" button, which is circled in red. Underneath is a link for "Advanced Search". At the bottom of the search area is a section titled "Search Other Libraries" with the text "Enter title, subject or author:" and a text input field. To the right of the input field is the WorldCat logo. At the very bottom is the text "WorldCat.org".

The loan request screen you see provides you with a list of everything you need to order a book through ILL Express Request. This is where we return once we have all the information we need to satisfy the requirements.

The screenshot shows the "lee and jim VANN LIBRARY INTERLIBRARY LOAN" interface. At the top right, there is a search bar with a "Search" button and radio buttons for "Active" and "All". Below the header, there is a prompt: "Choose an option from the choices below." The main content area is divided into several sections. On the left is a navigation menu with categories: "Library Home Page", "Logoff Barb", "Main Menu", "New Request", "View", "Tools", and "About ILLiad". The "New Request" category is circled in red, and a red arrow points from a pink callout box to it. The callout box contains the text: "Select the type of request you would like to make." The "New Request" sub-menu includes: "Article", "Book", "Book Chapter", "Thesis", and "Other (Free Text)". In the center, there is a table titled "Outstanding Requests" with columns: "Transaction", "Type", "Title", "Author", and "Status". The table currently shows "No Requests". Below the table is the copyright notice: "Copyright © 1998-2009 Atlas Systems, Inc. All Rights Reserved." On the right side, there is a "Subscribe to Alerts Feed" section with a "No Alerts" message.

In the example below, a request is made for a book, Such is the Power of Love: the life of Saint Francis as seen by Bonaventure. After all the required fields are filled in, click the Submit request on the bottom of the page.

lee and jim **VANN LIBRARY** **INTERLIBRARY LOAN**  Search  Active  All

Enter information below and press the Submit Information button to send.

- Library Home Page
- Logoff barb
- Main Menu
- New Request
  - Article
  - Book
  - Book Chapter
  - Thesis
  - 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

### Book Request

\* Indicates required field

Enter information below and press the Submit Information button to send.

#### Describe the item you want

\* Author/Editors

\* Title

Please do not abbreviate unless your citation is abbreviated

Publisher

Place of Publication

Date of Publication

Edition

ISBN (International Standard Book Number)

If given will speed request processing

Call Number

OCLC or Docline UI Number

\* Not Wanted After Date

(MM/DD/YYYY)

Will you accept the item in a language other than English?

If yes, specify acceptable languages in the notes field.

Will you accept an alternate edition of this item?

Account Number

Notes

Put any information here that may help us find the item, as well as any other pertinent information.

#### Where did you learn about this item?

Where did you find this item cited?

Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.

Date of the work that cited the item.

Volume number of the work that cited the item.

Pages where the item is cited.

Copyright © 1998-2009 Atlas Systems, Inc. All Rights Reserved.

If you are searching for books in WorldCat, and you find something you want, simply click on the ILL Express Request link. It will take you to the ILL Express Request form. It is highly recommended that you copy and paste the information in to the appropriate fields. Inaccurate information can slow down the ordering process.

<< Return to Search Results

Add to list Add tags Write a review Rate this item: ☆☆☆☆☆

**Saint Francis of Assisi**

Author: [G K Chesterton](#)

Publisher: Peabody, MA : Hendrickson Publishers, ©2008.

Edition/Format: Book : English [View all editions and formats](#)

Rating: ☆☆☆☆☆ (not yet rated) [0 with reviews - Be the first.](#)

You are connected to the **UNIV OF SAINT FRANCIS** network

[Hide local services for this item](#)

[ILL Express Request](#) [Search the catalog at your library](#) [INCat—Indiana Library Catalog](#) [OCLC FirstSearch](#)

Find a copy in the library

If you are in the databases searching for an article, click on the Request through interlibrary loan link. You will be taken to the ILL Express Request Login. After you login, select article and fill in the appropriate information. It is highly recommended that you cut and paste your information. Inaccurate information can slow down the ordering process.

6. **HOW TOM SAWYER PLAYED ROBIN HOOD 'BY THE BOOK'**

By: Gribben, Alan. English Language Notes, Mar1976, Vol. 13 Issue 3, p201, 4p; Abstract: Focuses on the character of **Tom** Sayer in the book 'The Adventures of **Tom Sawyer**,' by Mark Twain. Inspiration taken by the author in the legendary character Robin Hood; Description of writer Joseph Cundall on Robin Hood; Appearance of **Tom** in a book of Cundall.; (AN 4970722)

Subjects: SAWYER, Tom (Fictitious character); ROBIN Hood (Legendary character); ADVENTURES of Tom Sawyer, The (Book); TWAIN, Mark, 1835-1910

Database: Academic Search Premier

Add to folder Relevancy: ■■■■■■■■

SFX Menu [Request through interlibrary loan](#)

Click on the link to request an article. The link will take you to the ILL Express Request login.

Enter information below and press the Submit Information button to send.

**Library Home Page****Logoff bar****Main Menu****New Request**

- Article
- Book
- Book Chapter
- Thesis
- 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 ILL Express Request****Article Request**

\* Indicates required field

Enter information below and press the Submit Information button to send.

**Describe the item you want**

|  |  |
|--|--|
| * Title (Journal, Conference Proceedings, Anthology)   | English Language Notes                         |
| <small>Please do not abbreviate unless your citation is abbreviated</small>  |  |
| Volume   | 13   |
| Issue Number or Designation  | 3  |
| Month  | March  |
| * Year   | 1976   |
| * Inclusive Pages  | 201-204  |
| ISSN/ISBN (International Standard Serial/Book Number)  |  |
| <small>If given will speed request processing</small>  |  |
| Call Number  |  |
| OCLC or Decline UI Number  |  |
| Article Author   |  |
| * Article Title  | How Tom Sawyer played Robin hood "by the book" |
| * Not Wanted After Date<br><small>(MM/DD/YYYY)</small>   | 02/07/2011                                     |
| Will you accept the item in a language other than English?<br><small>If yes, specify acceptable languages in the notes field.</small>                      | No   |
| Account Number   |  |
| Notes<br><small>Put any information here that may help us find the item, as well as any other pertinent information.</small>                               |  |
| <b>Where did you learn about this item?</b>  |  |
| Where did you find this item cited?<br><small>Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.</small> | EBSCO  |
| Date of the work that cited the item.  |  |
| Volume number of the work that cited the item.   |  |
| Pages where the item is cited.   |  |
| <b>Submit Request</b>  | <b>Clear Form</b>                              |
| <b>Cancel - Return to Main Menu</b>  |  |

If you need help getting started, please contact the Interlibrary Loan Department office by phone (260-399-7700 x6061) or e-mail ([ill@sf.edu](mailto:ill@sf.edu)).