Library Research in the Online Environment
Interlibrary Loan

http://medlib.tulane.edu
ILLiad – Interlibrary Loan Service
Rudolph Matas Library

This service is available for Tulane Health Science Center affiliates. Use it to request items that are not in the Rudolph Matas Library collection.

http://medlib.tulane.edu
From the Rudolph Matas web page [http://medlib.tulane.edu](http://medlib.tulane.edu) click on the ILLiad link.
Before you begin using ILLiad you have to register. Click on “First Time Using ILLiad?”. Scroll to the end of the next page and click on First Time Users Click Here
Fill out the registration page. Your user name and password can be anything you choose. If you forget your username or password call or email the Interlibrary Loan office, 504-988-5156, medlib@tulane.edu M-F 8am-5pm. Please don’t re-register.
Submit the completed form and exit to Main Menu.
Distance Learning and Off-Campus Patrons

• When you register please indicate that you are off-campus. Off-campus is anywhere outside the Tulane Health Sciences Center.

• We will scan our print material and either send the document as an attachment, or ask you to sign in to ILLiad to retrieve it under “View/Download Electronic Articles”.

• We will scan a limited number of book chapters. We will ship our books to you but we will not borrow a book from another library and ship it.
ILLiad Main Menu

*If you request a book or journal that the library has in print the request will be cancelled and you will be notified.*

- At the Main Menu you can request a journal article, a book or book chapter, etc. Fill out the form with the request information. The PMID is important so please include it if you have it. Let us know by phone if you have a RUSH for patient care. 504-988-2413.

- Requests are taken off during the day and processed usually the same day they are submitted. Turn around time for documents is about 1-2 days, unless an item is difficult to find. Books usually take about a week.

- You will retrieve your document from the Main Menu after receiving an email notifying you that it is available. Scroll to “View/Download Electronic Articles”. Documents will be in pdf format and remain in ILLiad for 30 days. If you accidently delete a document please notify the office.

- *This is a free service that provides items that are not in the Matas Library collection.*

http://medlib.tulane.edu
Search before requesting!

Use the Tulane E-Journals List

We will not fill requests for items that we are available in print or electronically. Please check before requesting.

• The **TU Link** is found in every citation in all database searching. The link takes you to the **E-Journals List** where you will find whether or not full-text is available.

(See the next slide.)
No Full-Text in E-Journals List
A shortcut to ILLiad requesting – a time-saving hint

First check to see if the journal is available in print through the Library Catalog.

If print or full-text are not available click on Interlibrary Loan / Health Science Center Library. Sign into ILLiad and the request form will automatically fill in the citation information. Submit request.

http://medlib.tulane.edu
E-Journals List Search

Locate Full-Text

You can search directly using the the E-Journals List link on the web page. Search by title or any additional info you have to find a citation, including PMID number.

http://medlib.tulane.edu
In the ILLiad Main Menu you can view modify outstanding requests, change your password, edit your registration information, and more.

Use “View/Download Electronic Articles” to retrieve pdf documents.

If you delete the document, call the Interlibrary Loan Department 504-988-2413.

http://medlib.tulane.edu
FURTHER ASSISTANCE

• Ask-A-Librarian
• Rudolph Matas Interlibrary Loan Dept.
  – medlib@tulane.edu
  – 504-988-2413
    • Millie Moore
    • Josie Patton
THANK YOU!

Please send any questions or comments to the Reference Desk at medref@tulane.edu