

# Interlibrary Loan & Genealogy Research

## Services

- \* Order genealogy materials (microfilm, obituaries etc.) not found in the family history library at BYU
- \* You must have a library Illiad Account and place the request online
- \* Genealogy patrons may order ONLY genealogy materials, all other items need to be ordered through your local library

## How to sign up

1. If you do not have a route y (byu) ID, go to the ILL office at BYU and Ti'Ata Sorensen will set one up for you
2. To create an Illiad account: go to the lee library homepage <http://www.lib.byu.edu/>
3. Go to the left side of the screen to the drop down menu (it says select one), click on the down arrow ▼ and scroll down & click on Interlibrary Loan
4. Enter your BYU NetID & Password
5. Fill out the registration form completely (User affiliation is ILL, Status is Community)
6. Scroll all the way to the bottom and click on "submit information" button
7. This takes you to a page with a button that says: exit to main menu, click on that button to place a request

## Other Information

- \* Questions? Call 422-8663

- \* We do not order items from the FHL in Salt Lake City.

## How to make a request online

1. Log on to your Illiad Account on the HBLL homepage
2. Select the **correct material type** for your request (incorrect requests will be cancelled). If you need a newspaper, select newspaper/microfilm, if you need just an obituary and have all the information (journal title, year, month, day, person's name) select request an article, etc.
3. Supply as much information as possible by filling in all the boxes you can
4. Make sure you click on the submit button at the bottom of the page when you are finished
5. You will be contacted via email when the item arrives. Check your email often and call us if you haven't heard anything in 3 weeks

## Other information

- \* Allow 10 days to 3 weeks for books/microfilm to arrive (articles come much faster, 1-5 days)
- \* Microfilm/rare, old items may not be taken out of the library
- \* Foreign items are very rarely filled (we just don't have access to most of them)
- \* Help is avail in the ILL office for extremely confusing requests
- \* Questions? Call 422-6344
- \* We do not order items from Salt Lake's FHL