Document Delivery Services

John B. Cade Library offers two options for obtaining resources the library has not purchased for the collection.

- Option #1: Interlibrary Loan
- Option #2: IngentaConnect

Interlibrary Loan

What is Interlibrary Loan?

Interlibrary Loan allows Southern University graduate students, faculty and staff to borrow materials not available in the John B. Cade Library from other libraries in the United States. Users should plan ahead as some items are more difficult to obtain. Borrowers are responsible for paying the replacement cost of lost or damaged materials and for the payment of overdue fines. Current faculty, staff, and students may choose to be notified by telephone or email when materials arrive. Those residing outside of the local calling area may choose to be notified by email when materials arrive. Lending libraries establish book and media loan periods. Those who wish to retain an item beyond the initial due date should notify interlibrary loan of this request at least three days prior to the due date. Articles become the property of the borrower. Upon request, articles can be delivered electronically by interlibrary loan personnel to students, faculty and staff.

How long can I keep loans?

The lending library determines the loan period, which may range from two to four weeks. Materials may not be borrowed for class reserve, exhibit, or other long-term use.

It is important to return materials on the due date, since overdue material may jeopardize the library’s ability to borrow.

How long does it take to receive materials borrowed through interlibrary loan?

Allow at least two weeks from the date of the request. Remember to plan ahead when requesting materials.

What can I borrow?

Books, book chapters, dissertations, journal articles, and some microform can usually be borrowed through Interlibrary Loan; however, many libraries will not lend books less than six months old.
How to access Interlibrary Loan (ILLIAD)

- Enter the library’s URL:  [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Locate Services
- Click on Interlibrary Loan

To create an account click on First Time User

If you have registered with ILLiad previously, you may enter your username and password in to the appropriate text boxes to log on to the system. Once this information is successfully submitted, your personalized ILLiad Main Menu page should be displayed.

Choose a Request Type
There are several different types of materials that may be requested through ILLiad. The contents of the Main Menu page and the types of requests accepted by the system are easily customizable and may vary from institution to institution. The default request options are listed below. Choose the request type provided by your institution that is most appropriate to the item you wish to request. If you have any questions about which request type is most appropriate to your request, please contact the Interlibrary Loan Department at (225)771-2855.

You can request: books, book chapters, conference papers, patents, reports, and theses.

Before placing an ILL request for library resources, remember to check the library’s online catalog to see if the library has a copy of the requested material(s).

If you have any questions concerning Interlibrary Loan, contact Ms. Linda Forsythe at (225) 771-2855.
Document Delivery Service

IngentaConnect

IngentaConnect offers one of the most comprehensive collections of academic and professional research articles online—some 4 million articles from 11,000 publications.

This service is provided free of charge for SU Students, Faculty and Staff.

How to place a request

To request an article through IngentaConnect contact:

Maletta Payne, Reference Librarian at (225) 771-2841. Please allow 2-3 working days for request to be completed.