

How to...

Request Materials Through Faculty Resource Delivery*

*This services is available to UTA faculty only

revised 9/04



UTA Libraries

Faculty Resource Delivery----free service in which Access Services staff retrieve materials from UTA's circulating collections at the AFA, Central and SEL Libraries and delivers them to your department office.

To request a UTA owned book through the Faculty Resource Delivery Service you must be a registered user of the UTA Interlibrary Loan Online system.

Go to <https://illiad.uta.edu/illiad>.

UTA Interlibrary Loan Online

Register to use UTA Interlibrary Loan Online

Enter your information below and press the **Submit Information** button to register.

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You review and have UTA correct this information according to procedures set forth in UT System B #32. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

About You	
First Name (required)	<input type="text"/>
Last Name (required)	<input type="text"/>
UTA ID Number (required)	<input type="text"/>
Status	Choose one -->
Department or Major (required)	Choose one -->

Contact Information	
E-Mail Address (required)	<input type="text"/>

When Registering:
Please fill out all required fields.

You only have to fill out this registration information once.

Place a New Request:	
<input type="button" value="Photocopy"/>	Order photocopies: journal articles, book chapters, conference papers, patents, standard... rather than borrowed.
<input type="button" value="Loan"/>	Borrow books: get an item from another library -- including books, conference proceed... CD-ROMs, microfilm, etc.
<input type="button" value="Request a Thesis"/>	Borrow a thesis or dissertation
<input type="button" value="Request Other Material"/>	Request other types
<input type="button" value="Faculty Resource Delivery Request"/>	Request other types

Once you are in the system, **click this button** to call up the Faculty Resource Delivery Form.

When you have registered in UTA Interlibrary Loan Online, you can:

- **Request materials for delivery from the UTA Libraries' collections.**
- **Request to borrow material from other libraries.**
- **Check on the status of these requests.**
- **Update your account.**

UTA Interlibrary Loan Online		Back to Main Menu
Faculty Resource Delivery Request for Rachel Robbins (rrobbins)		
<small>Enter information below and press the Submit Information button to send.</small>		
Request Delivery of Books or Journals from UTA Libraries Holdings		
Author/Editors	<input type="text"/>	
Title (for journal, please give volume, month and year)	<input type="text"/>	
Publisher	<input type="text"/>	
Place of Publication	<input type="text"/>	
Date	<input type="text"/>	
Edition	<input type="text"/>	
Account Number	<input type="text"/>	
Notes (Please give us the call number and your preferred campus delivery address.)	<input type="text"/>	
Send Request/Clear Form:		
<input type="button" value="Submit Request"/> <input type="button" value="Clear Form"/>		

After Completing: Click the Submit Button.

Once submitted: the system gives you a transaction number for your request.



Hi Rachel. [Request Received. Transaction Number: 69836](#)

Use the main menu to review your requests:

<https://illiad.uta.edu/illiad/illiad.dll>

You can view the status and history of your requests from the main menu.

Your Current and Past Requests:

Current pending requests: Check the status of pending requests. Cancel requests.

Cancelled requests: View previously cancelled requests. Resubmit a previously cancelled request.

UTA Interlibrary Loan Online [Back to Main Menu](#)

Pending Requests for Rachel Robbins (rrobbins)

Choose an item below for detailed information.
Total number of Active Requests: 1 out of 2000.

View/Edit	Doc Type	Title	Author	Status	Status Date
<input type="button" value="69836"/>		Utopia in Nowhere Land	Nobody, Ima	Awaiting Request Processing	9/13/2004 9:08:59 AM

The requested item is pulled, checked out to you for its normal loan period and delivered to your departmental office. An e-mail message is sent as follow up to that delivery.

Questions or comments? Feel free to contact Jean Sherwin (sherwin@uta.edu; ext. 23204) or her Stacks Management staff at ext. 23100.