

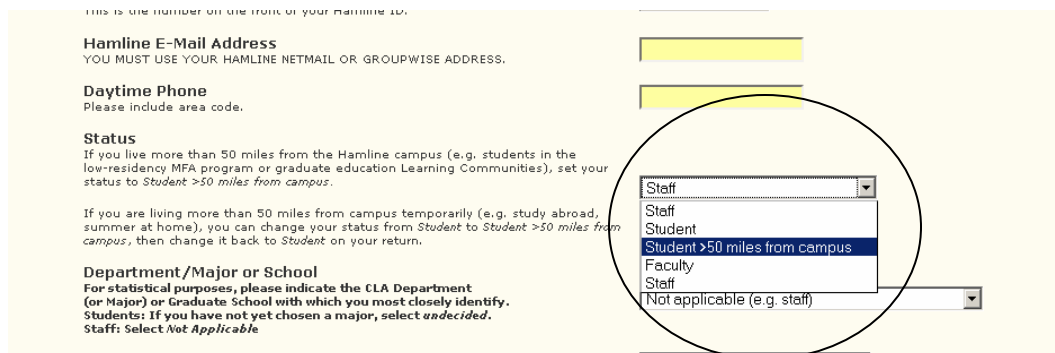
## Article Requests

**Students who are at least 50 miles from the Hamline St. Paul campus** have special status when requesting materials through Interlibrary Loan. This status will guarantee that **articles and ERIC documents under 50 pages** will come to you electronically. Please follow the instructions below to make sure we recognize your special status.

You will need to have your Hamline Netmail accounts setup, as you will need this to login to ILLIAD, Bush Library's Interlibrary loan system. You can NOT use any other email account for this. The log in button for ILLIAD is located on our Interlibrary Loan page. [http://www.hamline.edu/bushlibrary/interlibrary\\_loan/interlibrary\\_loan.html](http://www.hamline.edu/bushlibrary/interlibrary_loan/interlibrary_loan.html)

If this is the first time you have used ILLIAD, you will be required to fill out some basic information before actually making a request. If you have already used ILLIAD in the past, then you will need to click on the "CHANGE USER INFORMATION" button under the Review Personal Information section on the main screen, once you log in.

In the "STATUS" field, check the drop down menu and select the appropriate ONLINE class number.



The screenshot shows a web form for user information. The fields are: Hamline E-Mail Address, Daytime Phone, Status, and Department/Major or School. The Status dropdown menu is open, showing options: Staff, Student, Student >50 miles from campus (highlighted), Faculty, Staff, and Not applicable (e.g. staff). A magnifying glass is drawn around the dropdown menu.

This is the number on the front of your Hamline ID.

**Hamline E-Mail Address**  
YOU MUST USE YOUR HAMLINE NETMAIL OR GROUPWISE ADDRESS.

**Daytime Phone**  
Please include area code.

**Status**  
If you live more than 50 miles from the Hamline campus (e.g. students in the low-residency MFA program or graduate education Learning Communities), set your status to *Student >50 miles from campus*.  
If you are living more than 50 miles from campus temporarily (e.g. study abroad, summer at home), you can change your status from *Student* to *Student >50 miles from campus*, then change it back to *Student* on your return.

**Department/Major or School**  
For statistical purposes, please indicate the CLA Department (or Major) or Graduate School with which you most closely identify.  
Students: If you have not yet chosen a major, select *undecided*.  
Staff: Select *Not Applicable*

Once the status has been selected **remember to hit the *Submit Information* button** at the bottom. **When you are finished with the class, we ask you to change your status back to "Student"**. Thank you.

If you run into problems, please contact our Interlibrary Loan person, Gail Peloquin at 651.523.2392 or [gpeloquin@hamline.edu](mailto:gpeloquin@hamline.edu) .