Patron Initiated Interlibrary Loan Renewal Request

(NOTE: You may only request a renewal within the 7-day window of the item's due date.)
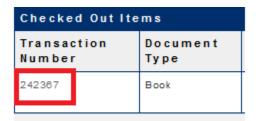
1. Log into your ILLiad account by entering your Regent Library username and password http://libguides.regent.edu/loan.
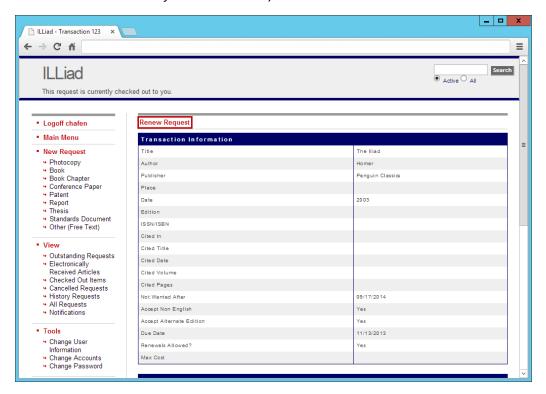
Access Your ILLiad Account

ILLiad Logon
Username

Password

Logon to ILLiad

2. Click **Checked Out Items** located at left of screen.

View

Outstanding
Requests
Electronically
Received Articles
Checked Out Items
Cancelled Requests
History Requests
All Requests
Notifications

3. Click on the **transaction number** associated with the title of the item you would like to renew.
    (NOTE: You may only request a renewal within the 7-day window of the item's due date.)

Checked Out Items

Transaction Number	Document Type
242367	Book

4. Click **Renew Request**. (*Note: This option will not appear if the renewal period is before 7 days of the due date or after the due date.*)

5. After you click Renew Request the following message will appear above the transaction information*: "We received your renewal request, and you will be contacted as soon as we hear back from the lending library".* This message is to confirm that the ILL Department received your renewal request and that we will forward your request to the lending library for renewal consideration. Once we hear back from the lending library, you will be contacted.

IMPORTANT: At the bottom of the screen under the Tracking section you will see that the ILLiad system has generated an automated renewal date; **however, your item is NOT automatically renewed.** Although this is a glitch in the ILLiad system, be assured you will be contacted upon our hearing back from the lending library.

Questions? Please contact our team at ill@regent.edu or 757.352.4424.