

ILLiad Proxy Accounts

For faculty members who want to delegate the requesting of interlibrary loan items to research assistants or departmental support personnel, please consider setting up a proxy account in ILLiad, UST's interlibrary loan system.

Please note that this proxy account would only apply to books, articles, and other library material ordered via ILLiad. The faculty member is responsible for damaged or lost books.

Proxy accounts are processed in the following way:

- Books requested on the proxy account will be shelved under the proxy's name on the hold shelf. The faculty member may also check out those books, but must indicate to circulation staff the name of the proxy.
- Both faculty member and assistant can log into the account to place requests and check on statuses, if both know the username/password.
- The emails regarding the account can only go to one person; you would need to decide who will get the email.

We will notify you once we set up the account.

When the need for this account has ended, please contact the ILL Department so that we can deactivate the account.

Please contact us with any questions you may have.

Tel: 651-962-5409

Email: libillosf@stthomas.edu

Hours: 8 am to 5 pm M-F