Document Delivery Guide

HPU Libraries now offers document delivery for HPU faculty of library materials, excluding media equipment and printing services orders. Please follow the guide below to make a request for materials.

1. Navigate to your desired material in the online library catalog (WMS).

2. Make sure that the item is available for check out in the catalog. If the item is available, look for the button on the right hand side of the screen labeled “InterLibrary Loan Request / Faculty Delivery.” Click on this button.

3. Log into ILLiad using your HPU username (with no @highpoint.edu at the end) and password. If it’s your first time using ILLiad, it will ask you basic questions to set up your profile.
4. Once you are in ILLiad, the item in the catalog that you were looking at it will appear in the digital article request form.

5. In the notes field, please tell us where you would like HPU Libraries to deliver the item.

6. When you are finished, please remember to push the button at the bottom to submit your request.

7. Now the library will send your requested item through the HPU mail system as soon as possible. Please allow HPU Libraries 1 day to process your request.