

University of Hong Kong Libraries Interlibrary Loan Service

ILLiad[®]

InterLibrary Loan Internet Accessible Database.

It is an electronic system you use to request or receive an item through Interlibrary Loan.

Why ILLiad?

- You can use the same HKU portal UID or Library card number and PIN set up for the library online catalogue to logon to ILLiad.
- You can send online interlibrary loan requests to the library.
- Your requests will be handled more rapidly and accurately as problems relating to misinterpretation of hand-written requests are eliminated.
- You can get many of your photocopies more quickly through Electronic Delivery.
- You can retrieve information about the status of your request.

What is electronic delivery?

Many libraries ship photocopies of articles to us in electronic format. In the past we printed these articles before delivering them to you. Now, through ILLiad, we are able to offer you're the option of electronic delivery of these articles in PDF format (Adobe's Portable Document Format).



Enquiries Email: interlib@hku.hk

Six steps to send ILL requests ONLINE

STEP ONE

Click on the "e-forms" button on the library homepage [http://lib.hku.hk]



STEP TWO

Click on the "Interlibrary Loan Request Form" hyperlink.



STEP THREE

Click the "Submit" button after finish filling in your HKU portal UID or Library card number and the PIN.

1	Home > HKUL Authentication
	HKUL Authentication
>	Some HKUL electronic resources and services have restricted access. In general, staff as well as currently enrolled HKU students are allowed full access. • HKU students, staff and HKU SPACE staff should enter their HKU Portal UID and PIN. • SPACE students, Alumni, Circle of Friends should enter their Library card number and self-chosen PIN.
	Registered library users only. HKU Portal UID / Library card number: PIN :
	 Find out what your HKU Portal UID and PIN are, Find out what your Library card and PIN are, HKU Portal PIN problems. Library card PIN problems. Submity Reset

STEP FOUR

Click the "Accept" button as your acknowledgement to the copyright and privacy policy statements otherwise click the "Decline" button to exit.



What are the Copyright and Personal Information Collection Statements?

1. The photocopy or reproduction of the requested item will be used for purposes of private study or scholarly research only.

2. I accept that no separate progress notification emails will be received unless the request cannot be filled within three months.

3. I have not previously been supplied with a copy of the same article or with copies of more than one article contained in the same issue of the periodical by any librarian.

4. To the best of my knowledge, no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.

Personal data provided will be used solely for the purpose of this application and for sending library notices only. The Libraries reserve the right not to accept a copying order if, in its judgement, fulfilment of the order would involve violation of copyright law.

STEP FIVE (for first time user only)

For the first time user, click the "Add Account" button to move on.



STEP SIX

Click on either the "Photocopy" or "Book" hyperlink under "New Request" on the left menu as you wish and follow the instructions through.

The University of Hong Kong	LLiad	Active All
Logoff Main Menu New Request Photocopy Book View Quistanding Requests	Book Request Enter information below and press the Submit Information button to send. Describe the item you want *Author/Editors *Title	* Indicates required field
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The University of Hong Kong	ILLiad	Active All
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View Outstanding Requests Electronically Received Articles Checked Out Items	*Title (Journal, Conference Proceedings, Anthology) Please do not abbreviate unless your citation is abbreviated Volume	
 Cancelled Requests History Requests All Requests Notifications 	Issue Number or Designation Month	

An example to Request a Photocopy

Logoff	Photocopy Request * Indicates required field		
 Main Menu 	Enter information below and press the Submit Information button to send.		
 New Request Photocopy Book 	Describe the item you want		
View	*Title (Journal, Conference		
Outstanding Requests Electronically Received Articlos	Proceedings, Anthology)		
	Please do not abbreviate unless your citation is abbreviated	Fill in the	
+ Checked Out Items	Volume	required fields.	
 Cancelled Requests History Requests 	Issue Number or Designation		
 → All Requests → Notifications 	Month	Fill in as much citation	
	Year	information as you know	
	Inclusive Pages	about the article. The	
	ISSN/ISBN (International	more information you	
	Standard Serial/Book Number)	supply, the higher the	
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	Article Author		
	*Article Title		
	*Not Wanted After Date (MM/DD/YYYY)	03/04/2015	
	Will you accept the item in a	No	
	language other than English? If yes, specify acceptable languages in the notes field.		
	Account Number	Library Quota -	
	Notes Put any information here that may help us find the item, as well as any other pertinent information.		
	Where did you learn about this item?		
	Where did you find this item cited?	Then click the "Submit	
	Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.	Request" button. Your request will be	
	Date of the work that cited the item.	processed by our	
	Volume number of the work that cited the item.	library staff.	