

# 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**

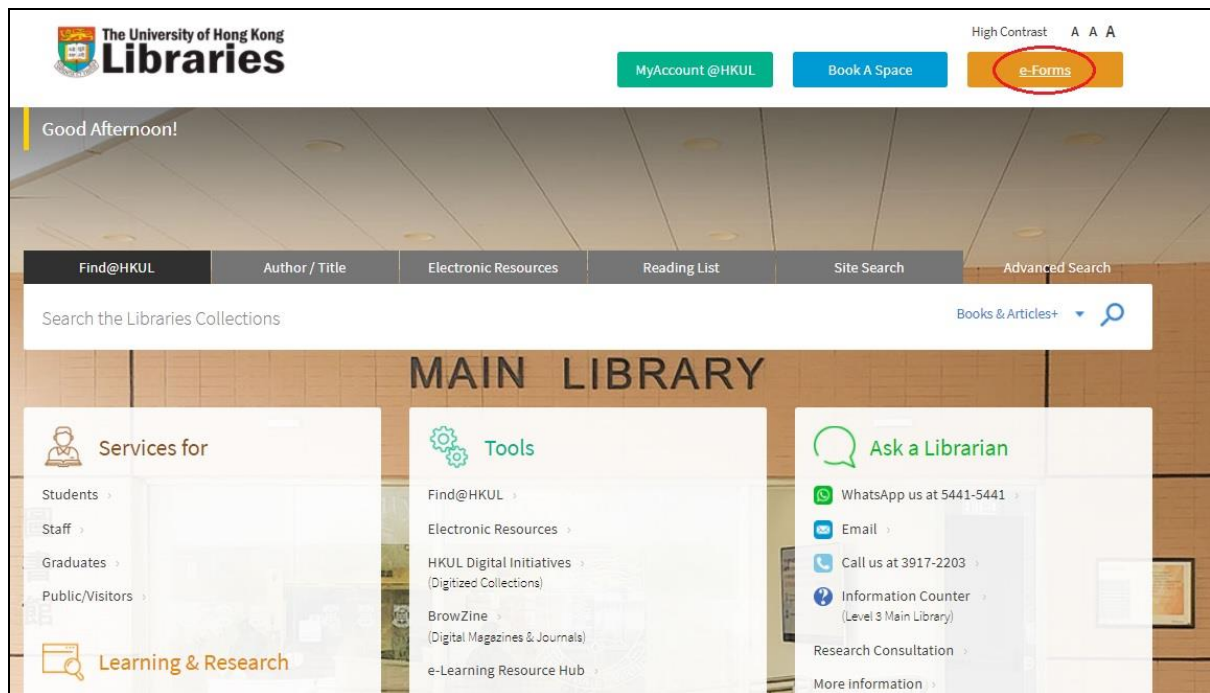
Email: [libill@hku.hk](mailto:libill@hku.hk)

# Six steps to send ILL requests

## ONLINE

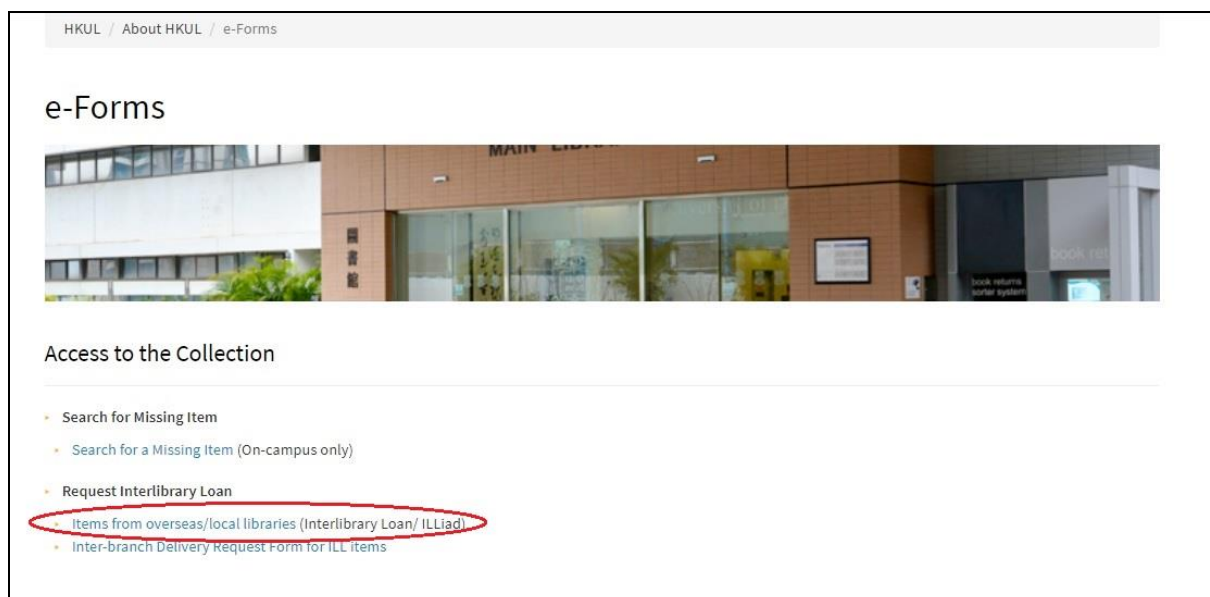
### STEP ONE

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.



Home > HKUL Authentication

# HKUL Authentication

HKU Portal Empowered

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.

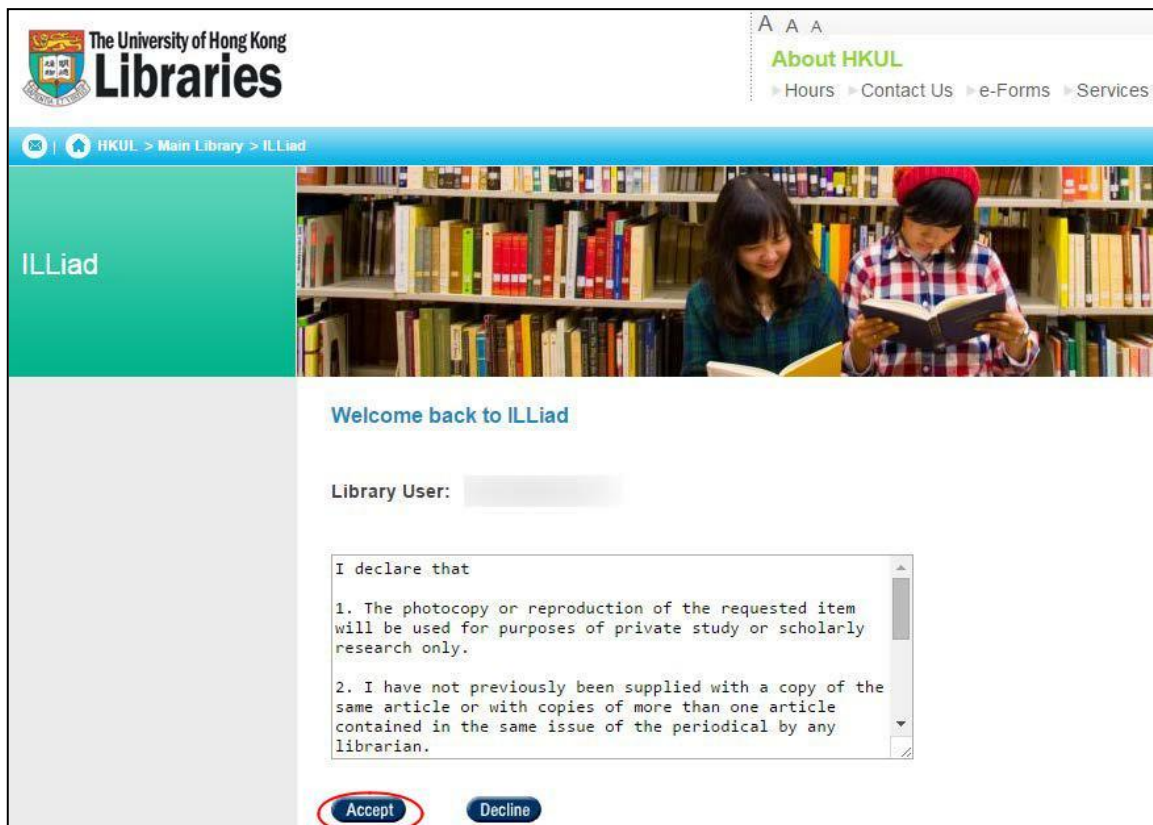
HKU Portal UID / Library card number:

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.](#)

## STEP FOUR

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



The University of Hong Kong Libraries

About HKUL  
Hours Contact Us e-Forms Services

HKUL > Main Library > ILLiad

# ILLiad

Welcome back to ILLiad

Library User:

I declare that

1. The photocopy or reproduction of the requested item will be used for purposes of private study or scholarly research only.
2. 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.

## 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.

The University of Hong Kong  
**Libraries ILLiad**

Edit your Account Information below.

Search

Active All

- Logoff
- Main Menu
- New Request
  - Photocopy
  - Book
- View
  - Outstanding Requests
  - Electronically Received Articles
  - Checked Out Items
  - Cancelled Requests
  - History Requests
  - All Requests
  - Notifications

Current Accounts				
Account Number	Type	Description	Valid	Delete
No Accounts				

### Add Account

Account Number :  
- Library Quota

Account Type :  
- Library Quota

**Add Account**

Remark:  
Please click **Add Account** once to add an account. Then, click "Main Menu" on left panel to start making your inter-libraries loan request.

## 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 screenshot shows the 'Book Request' form in the ILLiad system. The left sidebar menu has 'Book' highlighted under 'New Request'. The main form area is titled 'Book Request' and includes a search bar and a 'Submit Information' button. The form fields are: Author/Editors, Title, Publisher, Place of Publication, and Date of Publication. A note indicates that fields marked with an asterisk are required.

The University of Hong Kong Libraries ILLiad

Search

Active All

Logoff

Main Menu

New Request

Photocopy

Book

View

Outstanding Requests

Electronically Received Articles

Checked Out Items

Cancelled Requests

History Requests

All Requests

Notifications

**Book Request** \* Indicates required field

Enter information below and press the Submit Information button to send.

**Describe the item you want**

\* Author/Editors

\* Title

Please do not abbreviate unless your citation is abbreviated

Publisher

Place of Publication

Date of Publication

The screenshot shows the 'Photocopy Request' form in the ILLiad system. The left sidebar menu has 'Photocopy' highlighted under 'New Request'. The main form area is titled 'Photocopy Request' and includes a search bar and a 'Submit Information' button. The form fields are: Title (Journal, Conference Proceedings, Anthology), Volume, Issue Number or Designation, and Month. A note indicates that fields marked with an asterisk are required.

The University of Hong Kong Libraries ILLiad

Search

Active All

Logoff

Main Menu

New Request

Photocopy

Book

View

Outstanding Requests

Electronically Received Articles

Checked Out Items

Cancelled Requests

History Requests

All Requests

Notifications

**Photocopy Request** \* Indicates required field

Enter information below and press the Submit Information button to send.

**Describe the item you want**

\* Title (Journal, Conference Proceedings, Anthology)

Please do not abbreviate unless your citation is abbreviated


Volume

Issue Number or Designation

Month



## An example to Request a Photocopy



☒ Active ☐ All

▪ Logoff

▪ Main Menu

▪ New Request

- ➔ Photocopy
- ➔ Book

▪ View

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

**Photocopy Request**

\* Indicates required field

Enter information below and press the Submit Information button to send.

**Describe the item you want**

\* Title (Journal, Conference Proceedings, Anthology)  
Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number or Designation

Month

Year

Inclusive Pages

ISSN/ISBN (International Standard Serial/Book Number)  
If given will speed request processing

Call Number

OCLC or Docline UI Number

Article Author

\* Article Title

\* Not Wanted After Date  
(MM/DD/YYYY)

03/04/2015

Will you accept the item in a language other than English?  
If yes, specify acceptable languages in the notes field.

No

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?  
Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.

Date of the work that cited the item.

Volume number of the work that cited the item.

Pages where the item is cited.

Submit Request

Clear Form

Cancel - Return to Main Menu

Fill in the required fields.

Fill in as much citation information as you know about the article. The more information you supply, the higher the chance to receive the article quicker.

Then click the "Submit Request" button. Your request will be processed by our library staff.

- END -

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