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).

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Enquiries
Email: 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]

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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.

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.
An example to Request a Photocopy

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.

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