

CUHK Library Interlibrary Loan System - ILLiad User Guide

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The CUHK ILLiad is a web-based interlibrary loan system for faculties, research staff, administrative staff, postgraduate and final year undergraduate students of the CUHK to place interlibrary requests. [Free quota](#) for obtaining articles from local and overseas sources with reciprocal agreements are available for different types of eligible users. Users may also benefit from [subsidized quota](#) in requesting articles from other overseas libraries.

ILLiad Features

Users can submit requests online, track the status of a request online and download documents at your desktop from anywhere at anytime. Various email notifications will be sent to notify the progress of your requests. Please keep your email address current in your ILLiad account.

How to Use ILLiad

Login

To login to ILLiad, please visit the [CUHK ILLiad Login page](#), and use your CUHK Login credentials. If you are not sure about your login ID and password, please check out this [FAQ](#).



香港中文大學圖書館
The Chinese University of Hong Kong Library

Interlibrary Loan & Document Delivery Services



Welcome to the Interlibrary Loan and Document Delivery Services.

The services are for **faculties, administrative and research staff, postgraduate and final year undergraduate students of the CUHK** only. As the request service of the Hong Kong Academic Library Link (HKALL) will be temporarily suspended from 6 June to mid-July, the library will provide interlibrary loan service for undergraduate students, executives, general staff and other patrons who are eligible for HKALL service during the affected period.

Click [here](#) for details of the services and hours for scheduled system maintenance.

To log in CUHK ILLiad, please enter:

CUHK LOGIN

This will log you in via the CUHK Central Authentication System

Gentle Reminder: Please keep your email address in ILLiad as current as possible to receive notifications of interlibrary loan services. You may check your email used in ILLiad at Main Menu -> Tools-> Change User Information after log on your ILLiad account.

For details of the CUHK's privacy policy, please visit: <http://www.cuhk.edu.hk/english/privacy.html>

One-time Registration

Once you login, your quota information of the current academic year will be shown.

Click the 'here' button to proceed.

The CUHK ILLiad

Your quota information from Aug 2014 to July 2015 (Academic Year)

For Local Resources:

Free Quota Limit : 100

Free Quota Used : 1

Remaining Quota : 99

Photocopying Requests in Process : 0

For Overseas Resources:

Subsidized Overseas Quota Limit : 10

Subsidized Overseas Quota Used : 0

Remaining Quota : 10

Photocopying Requests in Process : 0

Click [here](#) to proceed.

Data is current as of 07/07/2015 8:59:49

First time users must complete a one-time registration before using ILLiad. Fill in the necessary information and your preferences. Remember to click the *Submit Information* button after you finish. If you wish to update your **email addresses**, please login to "[My Library Record](#)" to change email address. Then, login to ILLiad again and proceed with the registration.

The CUHK ILLiad

Complete your registration information and click submit.

New User Registration for ILLiad * Indicates required field

First Name	Mei Ling
Last Name	CHAN
ID Number	F1233211
Preferred Notification Method	E-Mail
E-Mail Address	ulill@lib.cuhk.edu.hk
* Daytime Phone	<input type="text"/>
Loan Delivery Method	Hold for Pickup
Electronic Delivery (PDF file via web)	Yes
Status	Postgrad
Department	Music
Authorized Users	<input type="text"/>
<small>List the full names of anyone you wish to be allowed to pick up your ILL items. An ID will be REQUIRED to pick items up.</small>	
* Delivery Location	University Library

Add/Change Account Information

You are required to add payment method(s) when you first register. At the Add/Change Account Screen, select the option(s) you prefer and set up billing accounts when necessary. Once added, the payment methods will be listed under a pull down menu and you simply need to select which method you would like the request to be charged under.

Edit your Account Information below.

- Logoff F99933
- Main Menu
- New Request
 - Article
 - Book
 - Book Chapter
 - Conference Paper
 - Patent
 - Thesis
 - Standards
- View
 - Outstanding Requests
 - Electronically Received Articles
 - Checked Out Items
 - Cancelled Requests
 - Finished Requests
 - All Requests
- Tools
 - Change User Information
 - **Change Accounts**
- About ILLiad
- Other Information
 - Email Transactions

Current Accounts

Account Number	Type	Description	Valid	Delete
SELF PAYMENT		Self-payment	Yes	Delete
FREE QUOTA		Within my free quota	Yes	Delete
C001/2345678/555005		Research Account	Yes	Delete
C001/3456789/555005		Department Account	Yes	Delete

Add Account * Indicates required field

Interlibrary Loan and Document Delivery Services will levy charges for materials obtained from overseas libraries. Users are requested to provide us with one of the following payment methods:

- **Self-payment:** pay by cash / cheque at the Counter when picking up the item.
- **Research Account:** a valid research account number for settling the charge.
- **Departmental Account:** a valid departmental account number for settling the charge. (*An email seeking approval for charging will be sent to the account budget holder or his/her representative. Upon receipt of approval, the request will be processed).

*Description	<input type="text"/>
*Account Number	<input type="text"/>
<small>(Cost Centre/Department Account/Account Number, e.g. C001/LIB/555005 Cost Centre/Research Account/Account Number, e.g. C001/1234567/555005)</small>	
Expiration Date (MM/DD/YYYY)	<input type="text"/>

If you select a departmental account to settle payment, an email seeking approval for charging will be sent to the account holder or his/her representative. Upon receipt of approval, your request will be processed.

To Change Your Information

You may change your information in ILLiad at any time. Click 'Change User Information' under the 'Tools' Menu and edit the information as needed. Remember to click the 'Submit Information' button after you finish.

If you wish to update the **email address**, please login your "[My Library Record](#)" to change the email address and then login to ILLiad immediately to activate this email address in ILLiad.

The screenshot shows the ILLiad 'Change Personal Information' form. On the left is a navigation menu with categories: Logoff F112233, Main Menu, New Request (Article, Book, Book Chapter, Conference Paper, Patent, Thesis, Standards), View (Outstanding Requests, Electronically Received Articles, Checked Out Items, Cancelled Requests, Finished Requests, All Requests), Tools (Change User Information, Change Accounts), About ILLiad, and Other Information (Filled Transaction Details for Free Quota Used, Filled Transaction). The 'Change User Information' option is circled in red. The main form area is titled 'Change Personal Information' and includes a legend: '* Indicates required field'. The form fields are: First Name (Wai Ling), Last Name (LEE), ID Number (F1122331), Preferred Notification Method (E-Mail), E-Mail Address (ulill@lib.cuhk.edu.hk), *Daytime Phone (34938741), Loan Delivery Method (Hold for Pickup), Electronic Delivery (PDF file via web) (Yes), Status (Postgrad), Department (Music), Authorized Users (empty text box), and Delivery Location (University Library). The 'Submit Information' button is circled in red, along with the 'Cancel - Exit to Main Menu' button. The footer reads: Copyright © 2011 Atlas Systems, Inc. All Rights Reserved.

To Submit a Request

1. Under the 'New Request' Menu on the left, select the type of resource you would like to request to open the appropriate request form.
2. Provide as much the information as you can.
The journal's ISSN is important for speeding up your request.
3. Type in 'unknown' for required fields if you are not certain.
4. Select an account for settling the payment if necessary.
5. Click *Submit Request* button to send the request.

Logoff F112233

Main Menu

- New Request**
 - Article
 - Book
 - Book Chapter
 - Conference Paper
 - Patent
 - Thesis
 - Standards
- View
 - Outstanding Requests
 - Electronically Received Articles
 - Checked Out Items
 - Cancelled Requests
 - Finished Requests
 - All Requests
- Tools
 - Change User Information
 - Change Accounts

Photocopy Request

* Indicates required field

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

Describe the item you want

* Article Title

Article Author

* Title (Journal, Conference Proceedings, Anthology)

* Volume

Issue Number

Month

Year

* Inclusive Pages

ISSN/ISBN

To Renew Books Online

The library sends coming due alert for your items. You may renew your books online 2 days before the due date. A renewal will not be accepted if it is too soon to renew an item or it is an overdue item. The lending library will decide if an item can be renewed. Usually, overseas loans are not allowed for renewal. Upon receipt of the reply from lending library, you will be notified by email. Please write down the new due date on the green label on the book cover. Books not accepted for renewal must be returned on time.

1. Click *Checked Out Items* under the 'View' Menu on the left. It displays the items' statuses.
2. Click the transaction number of the checked out item you would like to renew and the details of that item will be shown.
3. Click the *Renew Request* link on the left above the request information.

The CUHK ILLiad

This request is currently checked out to you.

Logoff F99922

Main Menu

- New Request**
 - Article
 - Book
 - Book Chapter
 - Conference Paper
 - Patent
 - Thesis
 - Standards
- View**
 - Outstanding Requests
 - Electronically Received Articles
 - Checked Out Items**
 - Cancelled Requests
 - Finished Requests
 - All Requests

Renew Request

Transaction Information	
Title	商業機構/文獻種類/セウオル号/되었습니다/été/been
Author	see/互惠協議/教務人員/스포니아넥스/클럽/ rückwärts-rélière/see
Publisher	see/互惠協議/教務人員/스포니아넥스/클럽/ rückwärts-rélière/see
Place	
Date	商業機構/文獻種類/セウオル号/되었습니다/été/been
Edition	
ISSN/ISBN	
Cited In	
Cited Title	
Cited Date	
Cited Volume	
Cited Pages	

To Track the Status of a Request

1. Click *Outstanding Requests* under the 'View' Menu on the left.
2. Click the transaction number to get the tracking information of the in-process request at the bottom of the screen.

The CUHK ILLiad

Choose a request below for detailed information.
Below are your active requests. Click on any transaction number for detailed information.

Active All Search

- Logoff F99922
- Main Menu
- New Request
 - Article
 - Book
 - Book Chapter
 - Conference Paper
 - Patent
 - Thesis
 - Standards
- 1. View
 - 2. Outstanding Requests
 - Electronically Received Articles
 - Checked Out Items
 - Cancelled Requests
 - Finished Requests
 - All Requests

Outstanding Requests				
Transaction Number	Type	Title	Author	Status
323906	Book Chapter	Handbook of psychophysiology: Developmental psychophysiology: Conceptual and methodological issues		Request Sent

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Tracking		
Date/Time	Status	Changed By
5/15/2014 2:22:50 PM	Submitted by Customer	F99922
5/15/2014 2:22:50 PM	Awaiting Copyright Clearance	F99922
5/20/2014 12:40:20 PM	Awaiting Request Processing	suking
5/20/2014 12:40:41 PM	Request in Processing	suking
5/20/2014 12:43:31 PM	Request Sent	suking

To View / Download a Document

1. When the requested document is ready, you will be notified by email.
2. Login to ILLiad. Click *Electronically Received Articles* under the 'View' Menu. This displays all the requests available to you electronically.
3. Select the request you want to review by choosing the appropriate transaction number. Click the *PDF icon* to view or download article. (Acrobat Reader is required)
4. You may delete the document after printing. The articles received electronically will remain accessible in ILLiad for 14 days from the date of posting.
5. If you accidentally deleted your request, you may recover the link by clicking the *undelete* link (highlighted as blue).

Click on a link below to download or view.

- [Logoff F99922](#)
- [Main Menu](#)
- [New Request](#)
 - ↳ [Article](#)
 - ↳ [Book](#)
 - ↳ [Book Chapter](#)
 - ↳ [Conference Paper](#)
 - ↳ [Patent](#)
 - ↳ [Thesis](#)
 - ↳ [Standards](#)
- [View](#)
 - ↳ [Outstanding Requests](#)
 - ↳ [Electronically Received Articles](#)
 - ↳ [Checked Out Items](#)
 - ↳ [Cancelled Requests](#)
 - ↳ [Finished Requests](#)
 - ↳ [All Requests](#)

Articles posted to this page will remain accessible by the requestor for **14 days from the date of posting**.

If, prior to this time, you no longer require the use of an article, you may delete it using the "Delete" link to the right of the article information.

In the event that you accidentally delete an article from this web page, you may **undelete** articles or e-mail to the Interlibrary Loan and Document Delivery Department at ulill@lib.cuhk.edu.hk or to the Medical Library at mdill@lib.cuhk.edu.hk to have it reset.

Electronically Received Articles						
Transaction	View	Size	Title	Author	Expires	Delete
323988	 View	2.99 MB	Rediscovering Japan, reintroducing Christendom : two thousand years of Christian history in Japan: The Protestant movement enters in Japan: The Clash of Cultures		7/21/2015	Delete

Remote Access

Eligible users can log in to ILLiad outside the campus network through the CUHK Login.

Contact Information

For further queries, please contact the User Services at 3943 7306 or email to ulill@lib.cuhk.edu.hk.