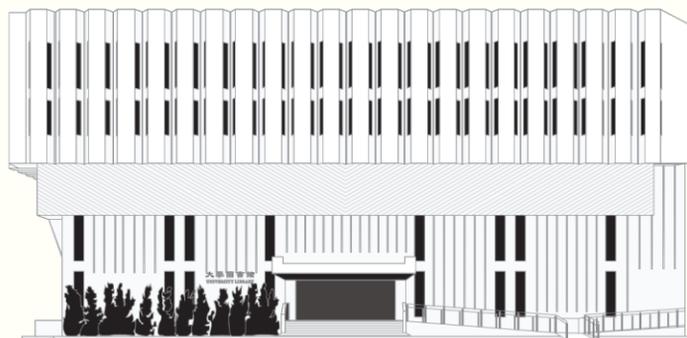


How do I submit request through **HKALL + Interlibrary Loan** in *LibrarySearch*?



www.lib.cuhk.edu.hk/en/use/interlibrary-loan/



HKALL + Interlibrary Loan

Enter Search Terms

HKALL + Interlibrary Loan

All

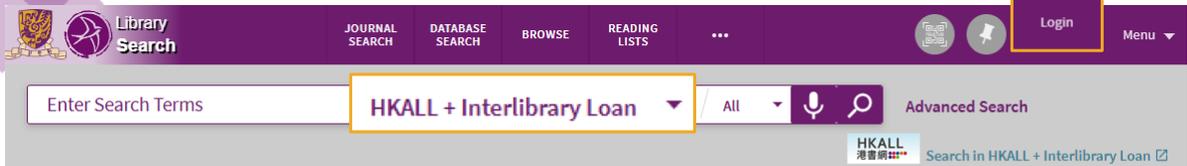


- All Interlibrary Loan (ILL) and Document Delivery service (DDS) requesting and management are done through [LibrarySearch](#).
- Login to **LibrarySearch** and start your search by limiting the search scope to “**HKALL + Interlibrary Loan**”.
- Request options will be shown to eligible users for requesting physical items and/or copies.
- Enter other information (if applicable) to make a request.
- Track your request statuses in your [My Library Record](#).

Hong Kong Academic Library Link (HKALL) is a JULAC (Joint University Librarians Advisory Committee) collaborative book loan service, that allows eligible users to request circulating items from other UGC-funded libraries.

Interlibrary Loan (ILL) and Document Delivery service (DDS) is provided to eligible members to request needed materials from our network of library partners.

HKALL + Interlibrary Loan



Welcome to LibrarySearch

You will need to login to [LibrarySearch](#) and use “HKALL + Interlibrary Loan” search scope to see all request options.



What is my [login credentials](#)?
Am I eligible to [HKALL + Interlibrary Loan](#)?



2

Physical item request

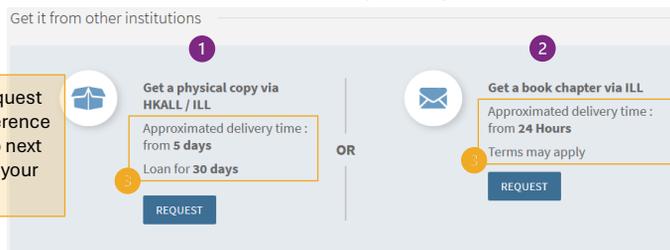
Enter your search terms and select the record that you require on the result list. Within the results list, the availability statement will include wordings “Get it for me from other libraries”. Open the record to view the request options.



1 Request a physical copy

Requests will be directed to HKALL and/or other libraries (ILL), depending on different factors, e.g. your eligibility, the availability of the item, etc. You will be notified when the item arrives at the CUHK Library.

For physical items, there will be two request options available:



2 Request an individual chapter

Digital book chapter is delivered electronically by email and can be downloaded in your My Library Record. For special cases, you will be asked to pick up a physical copy.

3 Details on the request options is for reference only. Please go to next page to continue your request.

3

1 If you request a physical copy, you will need to select the Pickup Location and/or enter other information. Item borrowed through ILL is available to pick up at the University Library or Li Ping Medical Library only.

Request Physical Copy

Note: One volume per request. Please indicate the volume number (if applicable).

Pickup / Delivery Location
 * University Library

Volume (if applicable)

Not Needed After

Note

REFINE OFFER RESET FORM REQUEST

Request A Copy

Note: All requests will be processed with copyright compliance.

* Email

Chapter Title

Chapter Author

Chapter Number Volume (if applicable)

From Page To Page

Note

I declare I have read and agree on the relevant copyright policy.

RESET FORM REQUEST

2 If you request an individual chapter, you will need to verify your email address and provide chapter information. Normally, the copy will be delivered electronically. For special cases, you will be asked to pick up a print copy at the University Library or Li Ping Medical Library.

Book chapter request

When available, book chapters are available to be requested from the book chapter record or from the physical book record.



BOOK CHAPTER
INTRODUCTION AND OVERVIEW
 V.K. Khanna
 Artificial Intelligence, Knowledge-Based Systems & Parallel Computing, 1900

[Get it for me from other libraries >](#)

Get it from other institutions

 Get a copy via ILL
 Terms may apply

[REQUEST](#)



BOOK
Artificial Intelligence, Knowledge-Based Systems & Parallel Computing.
 Khanna, V.K
 Chandī Chowk : Global Media 1900.

[Check holdings >](#)

Get it from other institutions

 Get a physical copy via HKALL / ILL
 Terms may apply

[REQUEST](#)

OR

 Get a book chapter via ILL
 Terms may apply

[REQUEST](#)

Book chapter record allows you to request a copy only while the physical book record provides both physical copy and individual book chapter request options.

Journal article request (no full text available)

If the result shows “no full text available” for the journal article, you may make a request to obtain a copy via ILL.

The screenshot shows a journal article page for 'New names of Ilex and Ilexpollenites (Aquifoliaceae), extant and fossil: Addendum Notulae Systematicae ad Palaeofloram Europaeam spectantes II. Aquifoliaceae' by Doweld, Alexander B. The page indicates 'No full text available' and offers a 'Get a copy via ILL' option with an approximated delivery time of 24 hours. A 'Request A Copy' form is overlaid on the right side of the page.

Request A Copy

Note: All requests will be processed with copyright compliance.

Email

Not Needed After

Note

I declare I have read and agree on the relevant copyright policy.

RESET FORM REQUEST

E-book request

Request option for an entire e-book via Interlibrary Loan is not available. However, you may request for an available physical copy of the e-book title.

The screenshot shows an e-book page for 'Art therapy in a children's community: a study of the function of art therapy in the treatment program of Wiltwyck School for Boys' by Edith Kramer. The page indicates 'Full text available at: APA PsycBooks'. A 'Request Physical Copy' form is overlaid on the right side of the page.

Request Physical Copy

Note: One volume per request. Please indicate the volume number (if applicable).

Pickup / Delivery Location

Volume (if applicable)

Not Needed After

Note

REFINE OFFER RESET FORM REQUEST

Dissertations and other (e.g. Conference Proceeding, Patent, Standards, etc.)

If you are interested in requesting dissertations and other materials, depending on the nature of the materials, request option(s) available may be different.

DISSERTATION
On the origin, development, peculiarities and destiny of the English language
 Mueller, Robert, Dr és lettres. Göttingen
 1860
 Get it for me from other libraries >

Send to

TOP

SEND TO

HOW TO GET IT

DETAILS

GET IT FROM OT...

How to get it

No full text available

Get it from other institutions

Get a physical copy
 via HKALL / ILL
 Terms may apply
 REQUEST

If the nature of the materials does **NOT** allow reproduction, you will see option to request a physical copy only.

8

Request placed message

A message “**The request was successfully submitted**” will be seen after your request is submitted. You may view it under Request Tab of your [My Library Record](#).

Get it from other institutions

The request was successfully submitted

Get a physical copy
 via HKALL / ILL
 Terms may apply
 REQUEST

OR

Get a digital book chapter via ILL
 Approximated time to locate a provider : **24 Hours**
 Terms may apply
 REQUEST

9

Request options may not be available when ...

Get it from other institutions

Request options not available | [Learn More >](#)

Get it from other institutions

Request options may not be available when :

- you have not signed in to LibrarySearch;
- you are not eligible for HKALL / ILL service;
- you have reached the maximum HKALL / ILL Hold/Loan quota;
- your library account is blocked;
- the holdings at other libraries are not available to be requested (e.g. special collection, DVD etc.);
- there is/are the holding(s) available to be borrowed at CUHK Library.

[< BACK](#)



To learn more, please refer to the FAQ:
[Why can't I place a request via HKALL / ILL?](#)

10

Request form of Interlibrary Loan (ILL) and Document Delivery service (DDS)

If there is no record in **LibrarySearch** for the material you require, you may click on **“Still didn't find what you need? Click here to request via Interlibrary Loan”** and use the request form for the ILL and DDS.

Holidays and Happy days × / HKALL ▾ 🔍

[< Back to library search results](#) [Still didn't find what you need? Click here to request via Interlibrary Loan >](#)

No records found

There are no results matching your search "Holidays and Happy days".

Suggestions:

- Make sure that all words are spelled correctly.
- Try a different search scope.
- Try different keywords.
- Try more general keywords.
- Try fewer keywords.

11

Resource Information
 Note: All requests will be processed with copyright compliance.

Citation type Book Article

Book title _____

Author _____

Author Initial _____

Edition _____

ISBN _____

Publisher _____

Publication date _____

Volume (if applicable) _____

Part _____

Chapter _____

Pages _____

I declare I have read and agree on the relevant copyright policy.

Pickup/delivery location
 University Library

RESET FORM
 REQUEST

Resource Information
 Note: All requests will be processed with copyright compliance.

Citation type Book Article

Article title _____

Journal title _____

Author _____

Author Initial _____

ISSN _____

DOI _____

PMID _____

Publisher _____

Publication date _____

Volume (if applicable) _____

Issue _____

Pages _____

Start page _____

End Page _____

I declare I have read and agree on the relevant copyright policy.

Pickup/delivery location
 University Library

RESET FORM
 REQUEST

Interlibrary Loan and Document Delivery Request Form



You may bookmark the link above to have a quicker access to submit your ILL & DDS request.

This form also serves to request scans of book chapters or articles on materials that the CUHK Library has in print and available.

Please fill out as many fields as possible, this will help us to locate the required materials for you.

Viewing your requests

All your requests can be viewed and updated under the Requests Tab of your [My Library Record](#).

My Library Record

SIGNED IN AS: SIGN OUT

OVERVIEW LOANS **REQUESTS** FINE + FEES BLOCKS + MESSAGES PERSONAL DETAILS

Requests
3 requests

1	Explainable artificial intelligence ... Pandey, Jay Kumar, 1987-SSQPandey, Ja...	HKALL / ILL. Sent	DOWNLOAD
2	Interlibrary loan and document d... Hilyer, Lee Andrew.	HKALL / ILL. Shipped Pick up__: Chung Chi College Elisabeth Luce Moore Library	
3	AI in Health: A Leader's Guide to ... Lawry, Tom	HKALL / ILL. Shipped Pick up : University	

My Library Record
 My Loans
My Requests
 Saved items
 Search history
 Display Language: English

User Notification

You will be notified when the requested physical item and/or digital copy is available for you, and the last radius button on the progress bar becomes a green tick.



1 **Physical copy**
You will need to collect the physical copy at the pickup location stated on the Hold Pickup Notice by the hold expiry date. Item borrowed through ILL is available for pick up at the University Library or Li Ping Medical Library only.



2 **Copy**
Downloading can be done in your My Library Record and/or via the link on the email notification you received. For special cases, you will be asked to pick up a physical copy at the University Library or Li Ping Medical Library.

14

Enquiry



Email us at library@cuhk.edu.hk



WhatsApp us at 5578-8898 (from Mon-Fri, 9am – 5pm)



Telephone us at 3943-7305



Complete and submit the form:

<https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13651813>

Contact us! 

You may also visit the relevant webpages for more details:

HKALL: <https://www.lib.cuhk.edu.hk/en/use/interlibrary-loan/hkall/>

Interlibrary Loan and Document Delivery: <https://www.lib.cuhk.edu.hk/en/use/interlibrary-loan/document-delivery/>

FAQ: <https://libanswers.lib.cuhk.edu.hk/search/?t=0&g=1470&topics=HKALL%20%26amp%3B%20ILL&adv=1>

15