


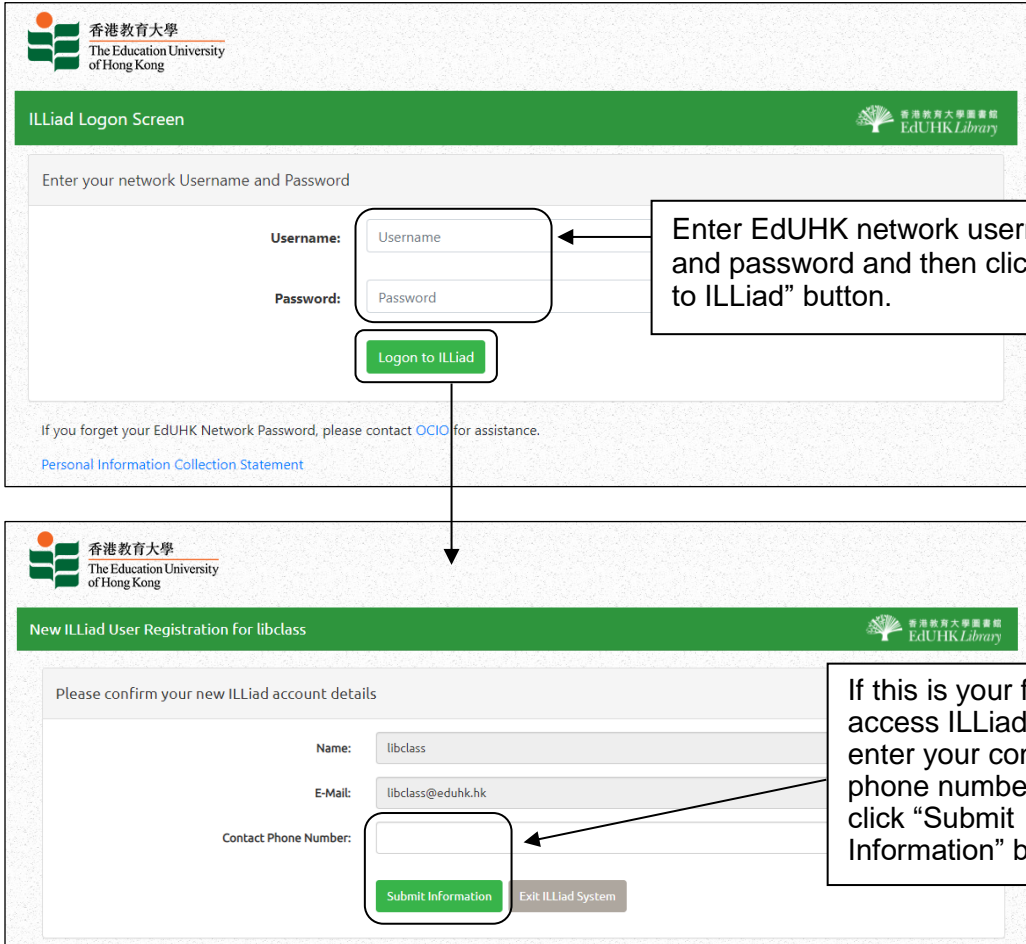
USER GUIDE for Requesting Journal Articles or Books from Other Libraries (Interlibrary Loan & Document Delivery Services)

The integrated Interlibrary Loan & Document Delivery system is called **ILLiad**. Through **ILLiad**, eligible users can create and login to their own accounts, submit their interlibrary loan or photocopy of book chapters / journal articles requests online, track request progress, edit previously submitted requests as well as receive articles electronically from other libraries.

1. Logon to ILLiad / Create a New Account

1.1 Go to <https://www.lib.eduhk.hk/ill/>

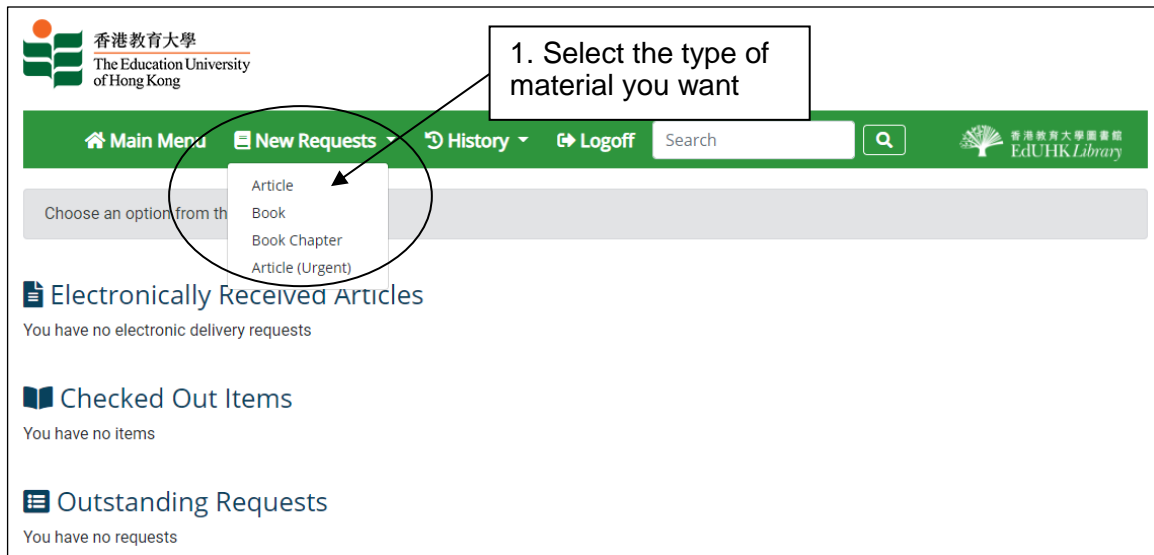
1.2 Click on  button to enter the system.



The image shows two screenshots of the ILLiad system interface. The top screenshot is the 'ILLiad Logon Screen' with a green header. It contains a form titled 'Enter your network Username and Password' with fields for 'Username' and 'Password', and a green 'Logon to ILLiad' button. A callout box points to the form with the text: 'Enter EdUHK network username and password and then click "Logon to ILLiad" button.' Below the form is a link for 'Personal Information Collection Statement'.

The bottom screenshot is the 'New ILLiad User Registration for libclass' form, also with a green header. It contains a form titled 'Please confirm your new ILLiad account details' with fields for 'Name' (filled with 'libclass'), 'E-Mail' (filled with 'libclass@eduhk.hk'), and 'Contact Phone Number'. A green 'Submit Information' button and a grey 'Exit ILLiad System' button are at the bottom. A callout box points to the 'Contact Phone Number' field with the text: 'If this is your first time access ILLiad, please enter your contact phone number and click "Submit Information" button.'

2. Place a Request



The screenshot shows the top navigation bar of the EdUHK Library website. The 'New Requests' dropdown menu is open, showing options: Article, Book, Book Chapter, and Article (Urgent). A callout box with an arrow points to the 'Article' option, containing the text: '1. Select the type of material you want'. Below the navigation bar, there are three sections: 'Electronically Received Articles' (You have no electronic delivery requests), 'Checked Out Items' (You have no items), and 'Outstanding Requests' (You have no requests).

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

Article Request

Article Title (required)

Article Author

Journal Title (required)
Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number

Month

Year (required)

Inclusive Pages
Please add ending page no.

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

A large bracket on the right side of the form groups the input fields from 'Article Title' to 'ISSN' and is associated with a callout box containing the text: '2. Enter as much information as possible'.

Copyright declaration

To the Librarian

1. I hereby request you to make and supply to me a copy of the above photocopy for the purpose of research or private study.
2. I have not previously been supplied with a copy of the said photocopy by any librarian.
3. I understand that this library reserves the right not to fulfill the request if it violates the copyright law of Hong Kong.
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.

Submit Request Clear form Cancel - Return to Main Menu

A callout box with an arrow pointing to the 'Submit Request' button contains the text: '3. Press "Submit Request" button'.

3. View / Modify Outstanding Requests

香港教育大學
The Education University
of Hong Kong

Main Menu New Requests History Logoff Search

Choose an option from the choices below.

Electronically Received Articles
You have no electronic delivery requests

Checked Out Items
You have no items

Outstanding Requests

Journal of further and higher education: How commitment influences students' conversations about higher education
Cownie, Fiona
Transaction Number 133906
Document Type Article

Details Actions

Awaiting Copyright Clearance

Click "Details" to view / modify the outstanding request

Below is the detailed information about your request.

Edit Request Cancel Request Clone Request View Item Delete Item

Request Information

Transaction Number	133906
Transaction Status	Awaiting Copyright Clearance
Journal Title	Journal of further and higher education
Volume	44
Issue	10
Year	2020
Inclusive Pages	1401-1418
Article Title	How commitment influences students' conversations about higher education
Article Author	Cownie, Fiona
ISSN/ISBN	0309-877X
Not Wanted After	05/24/2021
Accept Non English	Yes
Document Type	Article

Notes
This request has no notes

Tracking

Changed Date	March 25, 2021 5:25 PM	Status	Awaiting Copyright Clearance	Changed By	
	March 25, 2021 5:25 PM		Submitted by Customer		

Review the details and choose "Edit Request" if necessary

Track request progress