



香港教育大學圖書館  
**EdUHK** *Library*

# **How to Request Materials beyond EdUHK Library?**

Integration of HKALL, Inter-library Loan & Document Delivery Services in iSearch

<https://www.lib.eduhk.hk/isearch>

# Beyond EdU: HKALL + ILL

Enter Search Terms

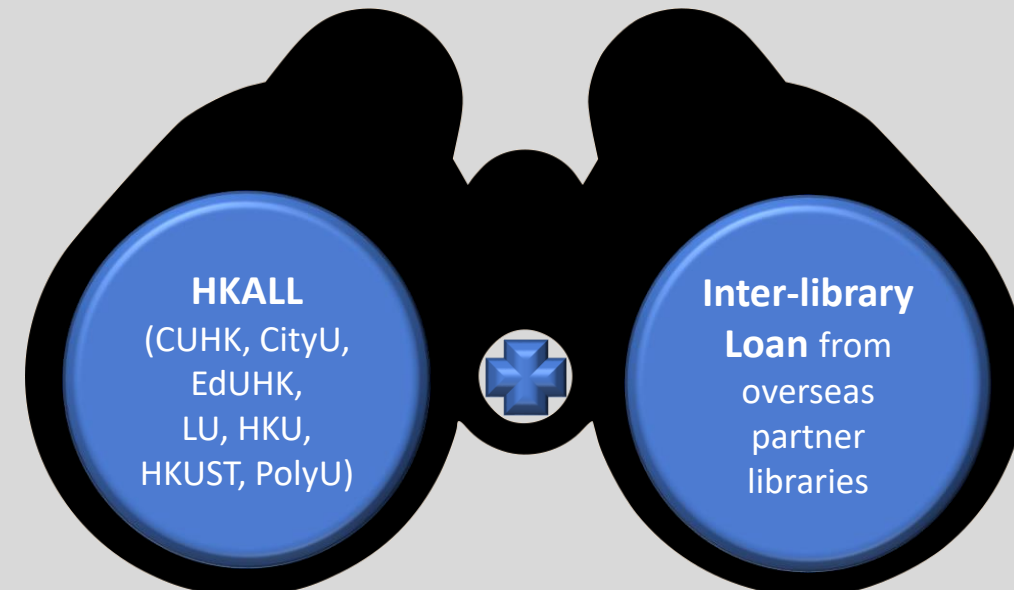
Beyond EdU: HKALL+ILL



ADVANCED SEARCH

## Manage HKALL<sup>1</sup> and Inter-library Loan (ILL)<sup>2</sup> requests in one single interface

- Discover materials beyond EdUHK Library
- Request and borrow physical/digital materials
- Download requested digital copies via MyLibrary



1. HKALL = Hong Kong Academic Library Link (HKALL), it is a JULAC (Joint University Librarians Advisory Committee) collaborative book loan service.

2. Inter-library loan (ILL) service is for eligible users only.




Tips: Always to **Sign in** to get complete results and request items


Search bar interface with a green header and a yellow sign-in banner.

Search bar:  Beyond EdU: HKALL+ILL [ADVANCED SEARCH](#)

Sign in to get complete results and to request items Sign in | [DISMISS](#)

MyLibrary Record

 EdUHK Students and Staff  
(Enter your network username and password) >

 External Members  
(e.g., EdUHK Alumni, Spouse Members, School Teachers) >

[CANCEL](#)

Case 1. EdUHK Library does not have the title, but it is available from HKALL

BOOK

## Joy of Zentangle: drawing your way to increased creativity, focus, and well-being

McNeill, Suzanne ; Bartholomew, Sandy Steen ; Browning, Marie; 2013

“ Zentangle® is a method of pattern drawing that reduces stress while promoting creativity...”

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

### Export



QR



EXPORT TO  
EXCEL



CITATION



REWORKS



ENDNOTE



EASYBIB



EXPORT RIS



PERMALINK



PRINT



E-MAIL

### CHECKING HOLDINGS IN JULAC LIBRARIES

Hong Kong Polytechnic University

Available in institution

### Request from other institutions

1



#### HKALL Request

Estimated delivery (subject to lending library):  
5 days

Keep for 30 days

REQUEST

OR

2



#### Get a digital chapter

Estimated delivery by email (subject to lending library): 24 Hours

REQUEST

You can (1) request a physical copy from HKALL; or (2) request a digital copy of one chapter

1

#### Request Physical Copy

A print copy will be delivered by courier. Once it is delivered, you will be notified by email.

2

#### Request Digital Copy

An electronic copy will be delivered. Once it is delivered, you will be notified by email and can download it via MyLibrary record.

Note:

1

Request from other institutions

**Request Physical Copy**

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

 **Pickup Location**  
 \* MMW LIBRARY

 **Volume**

 **Not Needed After**

 **Note**

REFINE OFFER

RESET FORM


SEND


**Request physical copy**


In general, it may take a few working days to deliver from local UGC-funded university libraries via HKALL.


**Request Digital Copy****Note:**


All requests will be processed in accordance with copyright constraints. In general, it will be limited to one chapter or up to 10% of the work, whichever is less. If digital requests for more than one chapter of a book or 10% of the work. Please make a physical item request instead.


 **Email**  
 \* [Redacted]

 **Chapter Title**

 **Chapter Author**

 **Chapter Number** **Volume**

 **From Page** **To Page**

 **Note**

\* ☐

I agree the followings:

1. I request to supply me a copy of the above document for the purpose of research or private study.
2. I have not previously been supplied with a copy of the above document by any librarian.
3. I understand that the 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.

RESET FORM

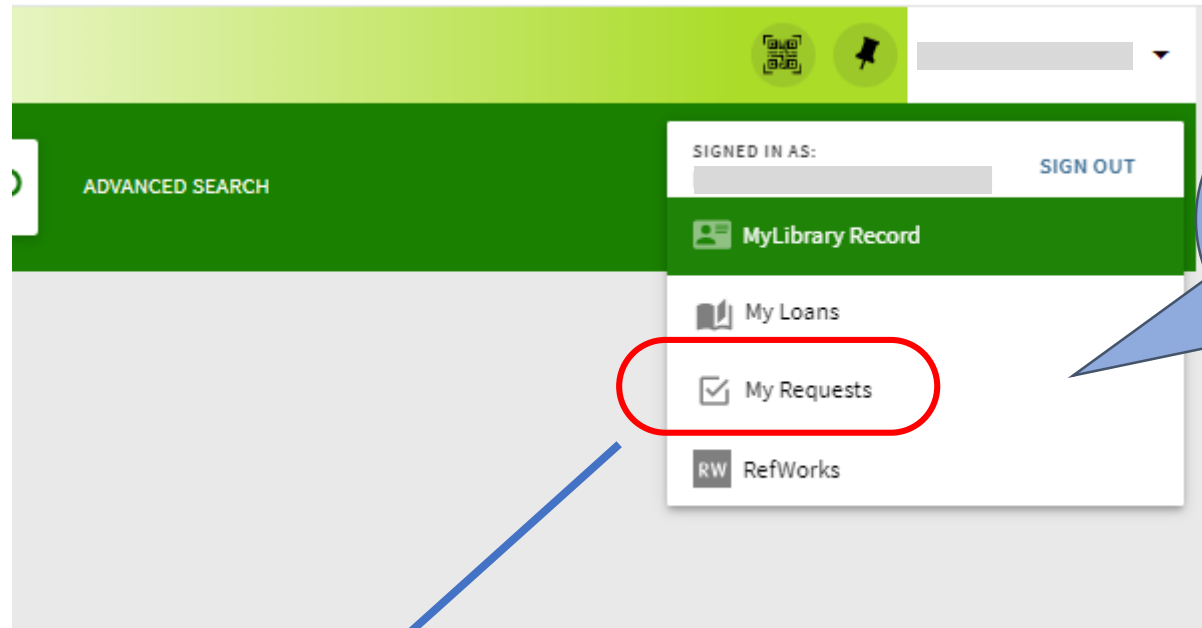
SEND

2

**Request digital copy**

It may take shorter time of delivery.

Fill in the form to submit the request



Check the status of your request under "MyLibrary"

Requests		Request type	Sort by	
7 requests				
1	Joy of Zentangle: drawing your wa... McNeill, Suzanne ; Bartholomew, Sandy St... Book (Physical)	HKALL. Request Estimated pick up: Terms not defined Pick up: MMW LIBRARY	X CANCEL	▼

Case 2. Journal article does not have full text online





## ARTICLE

### Musicking as mise-en-scene

Roesner, David

Studies in musical theatre, 2010, Vol.4 (1), p.89-101

PEER REVIEWED

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

TOP

EXPORT

REQUEST FROM ...

DETAILS

LINKS

CITATIONS

## Export



QR



EXPORT TO  
EXCEL



CITATION



REFWORKS



ENDNOTE



EASYBIB



EXPORT RIS



E-MAIL

## Request from other institutions



### Get a digital copy

Estimated delivery by email (subject to  
lending library): **24 Hours**

REQUEST

You can  
request for a  
digital copy

## Request Digital Copy

### Note:

All requests will be processed in accordance with copyright constraints. In general, it will be limited to one chapter or up to 10% of the work, whichever is less. If digital requests for more than one chapter of a book or 10% of the work. Please make a physical item request instead.



Email

\*



Not Needed After



Note



I agree the followings:

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.

RESET FORM

SEND

OVERVIEW

LOANS + RENEWAL

REQUESTS

FINE + FEES

BLOCKS + MESSAGES

PERSONAL DETAILS

Requests

3 requests

Request type

Sort by

1

Musicking as mise-en-scne / Studi...  
Roesner, David  
Article (Digital)

HKALL. In process by lender  
Estimated delivery: 16-01-2024

CANCEL

2

Guided innovations: Robot-assiste...  
Rawal, Sundeep  
Article (Digital)

HKALL. Sent

DOWNLOAD

3

AI meets UAVs: A survey on AI emp...  
Su, Jinya ; Zhu, Xiaoyong ; Li, Shihua ; Che...  
Article (Digital)

HKALL. Sent

DOWNLOAD

Check request  
status via  
MyLibrary Record

Case 3. EdUHK Library has an electronic version (e-book)

[Check Online Resources](#) >

## Export



QR



EXPORT TO  
EXCEL



CITATION



REFWORKS



ENDNOTE



EASYBIB



EXPORT RIS



PERMALINK



PRINT



E-MAIL

## View Online

EBSCOhost eBook Collection

[SHOW LICENSE](#)



## Request from other institutions



### HKALL Request

Estimated delivery time is subject to  
lending library

REQUEST

OR



No digital copy available

Library already has an e-book version, thus you can only request a print copy if it is available from HKALL.

## Case 4. Request for a printed dissertation

DISSERTATION

Improved LPD Characteristics for QS-DS-CDMA Based on Cyclostationary Feature Reduction

Koumpouzi, Chryssalena; 2022

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

Export



QR



EXPORT TO  
EXCEL



CITATION



REFWORKS



ENDNOTE



EASYBIB



EXPORT RIS



PERMALINK



PRINT



E-MAIL

Request from other institutions



**HKALL Request**

Estimated delivery time is subject to lending library

REQUEST

OR



No digital copy available

If physical copy of dissertation is available from HKALL, you can request it directly. Dissertations are **NOT** available for reproduction, and digital copies are not available.

Case 5: Standard request option not available

CHECKING HOLDINGS IN JULAC LIBRARIES ▾

City University of Hong Kong

Available in institution

Hong Kong Baptist University

Available in institution

Hong Kong Polytechnic University

Available in institution

The Chinese University of Hong Kong

Available in institution

The University of Hong Kong

Available in institution

Request from other institutions

Standard Request Options not available [Learn more >](#)

Note:

If Standard Request Options not available at this time, eligible users may submit an interlibrary loan request via a [request form](#).

Request options are not provided when:

- EdUHK Library already has a print or electronic copy of the item; or
- The requested item is not found from other libraries.

Request from other institutions

**Standard Request Options not available**

Standard Request Options are not available under the following conditions:

- EdUHK Library already has a physical or electronic copy of the item; or
- Requested item is not available from other libraries.

[← BACK](#)



## Case 6: Record not found in iSearch

Most items available from other libraries will appear in an expanded search, but if the item you need doesn't appear in your search results, then you can make a custom request.

Please select **“Still can't find it? Try request articles or books from other libraries...?”** to place a manual request on blank form. Please provide as much information as possible in the fields about the item.

How to Become a Successful Author



Beyond EdU: HKALL+ILL



ADVANCED SEARCH

[Back to library search results](#)

[Still can't find it? Try request articles or books from other libraries...](#)

Refine my results

Sort by Relevance

Availability

Full Text Online

Peer-reviewed Journals



0 selected

PAGE 1

1-50 of 23,692 Results



Save query

1

BOOK

**The Author Training Manual Develop Marketable Ideas, Craft Books That Sell, Become Publishers Want, and Self-Publish Effectively**

Amir, Nina.; 2014

2



ARTICLE

**1132 Writing for publication: how to become a successful author**

Molassiotis, A.

European journal of cancer supplements, 2003-09, Vol.1 (5), p.S342-S342



PEER REVIEWED



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

The titles are not available in partner libraries. In such cases, you can submit an inter-library loan request. Click here to open the "Request Form". Library will try to search from other possible sources.

# Request Form:

## ILL Request:

Please ensure the selected "Pickup Location" option is correct.

Citation type ☒ Book ☐ Article

☐ I only need a specific chapter or pages

★ Title

Author

Author Initial

Additional author

Volume

☐ Specific edition

Edition

ISBN


Publisher

Publication year

Place of publication

Part


Not needed after

 Pickup Date

Comment

Pickup location

MMW LIBRARY

 RESET FORM

 SEND REQUEST

## ILL Request:

Please ensure the selected "Pickup Location" option is correct.

Citation type ☐ Book ☒ Article

★ Article title

Journal title

Author

Author Initial

ISSN

DOI

 Auto fill

PMID

 Auto fill

Publisher

Place of publication

Publication year

Volume


Issue

Pages

Start page

End Page

Not needed after


 Pickup Date

Comment


In general, article will be delivered within 24 hours. However, if academic staff has an urgent need, we can help to order an e-copy if it is available for purchase. The e-copy will be delivered within 1 to 2 hours. Each eligible user can make up to 3 urgent requests in each academic year.

Please note that request submitted after 5pm in weekday will be handled on the next working day.


## Copy available in HKALL

**HKALL Request**  
Estimated delivery time is subject to lending library  
[REQUEST](#)


OR

**Get a digital chapter**  
Estimated delivery by email (subject to lending library): **24 Hours**  
[REQUEST](#)


## EdUHK and HKALL have no physical copy

**Get a physical copy**  
Estimated delivery time is subject to lending library  
[REQUEST](#)


OR

No digital copy available

## EdUHK has e-book


**Get a physical copy**  
Estimated delivery time is subject to lending library  
[REQUEST](#)

## Journal article w/o full text


**Get a digital copy**  
Estimated delivery by email (subject to lending library): **24 Hours**  
[REQUEST](#)

## Screen shots of common request options

### No digital copy can be offered by other libraries

No digital copy available

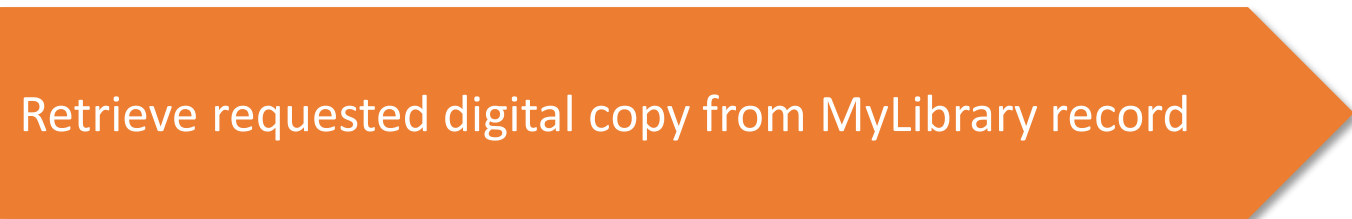
### EdUHK has online article / physical book or the request item is not available in other libraries

**Open Access E-Journals**   
Available from 1991.

Request from other institutions

Standard Request Options not available [Learn more >](#)

Note:  
If Standard Request Options not available at this time, eligible users may submit an interlibrary loan request via a request form.



Retrieve requested digital copy from MyLibrary record

OVERVIEWLOANS + RENEWALREQUESTSFINE + FEESBLOCKS + MESSAGESPERSONAL DETAILS

Requests

5 requests

Request typeSort by

1

Musicking as mise-en-scne ...  
Roesner, David  
Article (Digital)

HKALL/ILL. Sent

Download

2

How to Know Exactly When...  
Parker, Caleb A.P  
Article (Digital)

HKALL/ILL. Sent

Download

3

Guided innovations: Robot...  
Rawal, Sundeep  
Article (Digital)

HKALL/ILL. Sent

Download

4

Annual Research Review: D...  
Article (Digital)

HKALL/ILL. Sent

Download

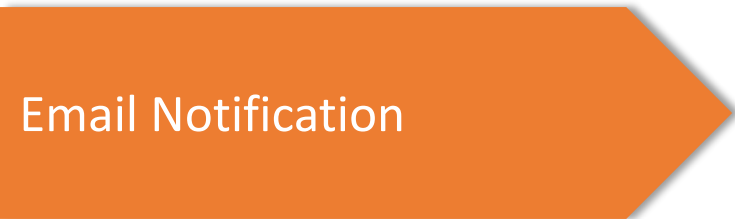
5

AI meets UAVs: A survey on ...  
Su, Jinya ; Zhu, Xiaoyong ; Li, Shih...  
Article (Digital)

HKALL/ILL. Sent

Download

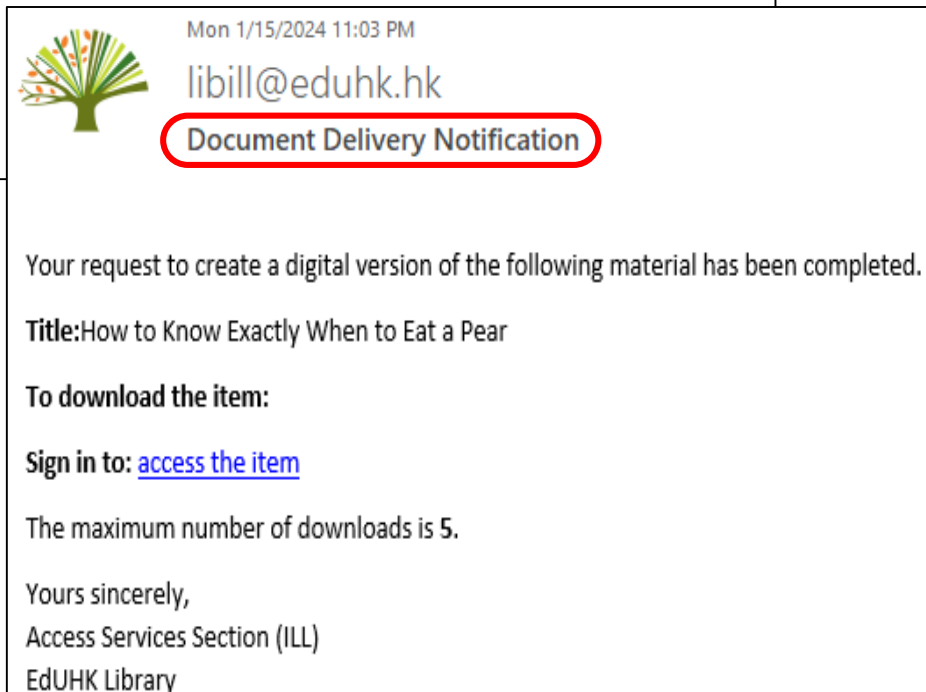
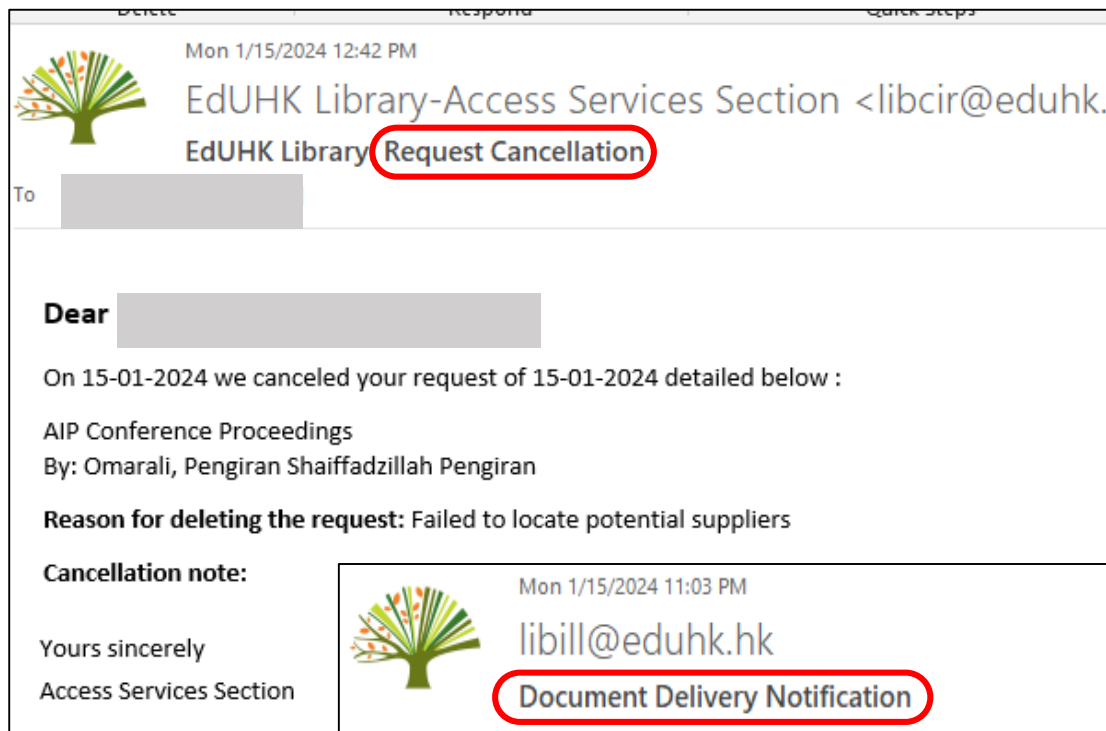
You can download the requested item from MyLibrary.  
Please note that there is a maximum download limit of 5 times. PDFs that have expired cannot be retrieved.



## Email Notification

Notification email will be sent to your EdUHK account. It includes request cancellation, document delivery notification and pick up notice.

## Email Notification samples



Fri 1/19/2024 5:10 PM

EdUHK Library-Access Services Section <libcir@eduhk.hk>

EdUHK Library **Request Cancellation**

On 19-01-2024 we canceled your request of 15-01-2024 detailed below :

如何製作九十年代兒童節目：從[質的研究]探索

By: 梁泰然

**Request Note:**

**Reason for deleting the request:** Supplier rejected the request

**Cancellation note:** The resources you requested are not covered by the HKALL and interlibrary loan services, both for physical and digital requests.

Yours sincerely

Access Services Section

**From:** EdUHK Library-Access Services Section <libcir@eduhk.hk>

**Sent:** Monday, January 22, 2024 9:29 AM

**To:**

**Subject:** EdUHK Library **Pickup Notice**

**Dear xxx**

The following item, which you requested on 18-01-2024, can be picked up at **MMW LIBRARY** Circulation Counter.

The item will be held for you until **26-01-2024**.

Joy of Zentangle: drawing your way to increased creativity, focus, and well-being

By: McNeill, Suzanne ; Bartholomew, Sandy Steen ; Browning, Marie

Yours sincerely

Access Services Section

EdUHK Library





**Information Counter: 2948 6653 | [libinfo@eduhk.hk](mailto:libinfo@eduhk.hk) | WhatsApp: 9514 9655**

**Inter-library Loan: 2948 6641 | [libill@eduhk.hk](mailto:libill@eduhk.hk)**

Read also the following webpages for relevant information:

*Hong Kong Academic Library Link (HKALL)* <https://www.lib.eduhk.hk/access-borrowing/hkall>

*Inter-library Loan* <https://www.lib.eduhk.hk/teaching-learning-support/interlibrary-loan>

*How to...* <https://libguides.eduhk.hk/howto>