

LINGNAN UNIVERSITY
INTERLIBRARY LOAN SERVICES
USER GUIDE

Click on the “Logon to ILLIAD Now” at the Interlibrary Loan Services Main page to get started.

The screenshot shows the website for the Fong Sum Wood Library at Lingnan University. The header includes the university logo and navigation links for Undergraduates, Postgraduates, Staff, Affiliated Users, Alumni, and Visitors. A search bar is prominently displayed with the text "1-Search : easily discover library content" and options for "Search All", "Journal Articles", "Books/E-books", and "Advanced". Below the search bar is a red navigation bar with links for Research, Find, Services, Facilities, About, and What's New. The main content area is titled "Interlibrary Loan Services" and includes a "Printer friendly" icon. A "Quick Links" sidebar on the left lists various services like "My Library Account / Renewal", "Loan Period / Quota", "Room Booking", "Databases", "Course Reserves", "Off Campus Access", "HKALL", "FAQ", "Library Home", "University Home", and "University Portal". The "Connect Us At" section is partially visible at the bottom left. The central focus is the "Logon to ILLIAD Now (User Guide)" button, which is highlighted with a red rectangle. Below this button, a list of bullet points provides information about the library's interlibrary loan services, including eligibility criteria and instructions for staff and students.

Quick Links

- [My Library Account / Renewal](#)
- [Loan Period / Quota](#)
- [Room Booking](#)
- [Databases](#)
- [Course Reserves](#)
- [Off Campus Access](#)
- [HKALL](#)
- [FAQ](#)
- [Library Home](#)
- [University Home](#)
- [University Portal](#)

Connect Us At

[Home](#) > [Services](#) > [Borrowing](#)

Interlibrary Loan Services


[Printer friendly](#)

Welcome to the Interlibrary Loan Services


[Logon to ILLIAD Now \(User Guide\)](#)

- Lingnan University Interlibrary Loan Services are provided to all staff, postgraduates and UGC-funded undergraduate students of the University.
- Before making your request, please read [our policy](#) on user eligibility, charges and quotas for different user groups; as well as the [copyright restrictions](#). If you haven't checked our [library catalogue](#), please do so now. We will not process requests for items which are already available at the Lingnan University Library.
- For staff, postgraduates and UGC-funded undergraduate students:
 - To make a request, please logon to [ILLiad](#)

Eligible users can use their Lingnan Email account to login the ILLiad System



Lingnan 嶺南大學
University 香港 Hong Kong



鄭森活圖書館
Fong Sum Wood Library

Home > Interlibrary Loan Services

Logon to ILLiad System -- the Lingnan Interlibrary Loan Services

This service is available only to staff, post-graduate students and final-year undergraduate students of Lingnan University. Please read our Interlibrary Loan Policy for details.

Please use your **Lingnan Email user name and password** to login to the system to request Inter Library Loan items. You may also refer to this guide for your reference

Please enter your Email User Name and Password:

User Name : @ln.hk@ln.edu.hk

Password :

After logged in, “ILLiad” offers you the option of placing various types of request.

Choose the material type you want to place a new request

- “Photocopy” for **Journal Article** or **Book Chapter**
- “Book” for **Book Loan**

The screenshot shows the ILLiad interface. On the left is a navigation menu with the following items:

- Logoff
- Main Menu
- New Request
 - ↳ Photocopy
 - ↳ Book
- View
 - ↳ Outstanding Request
 - ↳ Electronically Received Articles
 - ↳ Checked Out Items
 - ↳ Cancelled Requests
 - ↳ History Requests
 - ↳ All Requests
 - ↳ Notifications

In the center is a table titled "Outstanding Requests" with the following structure:

Transaction	Type	Title	Author	Status
No Requests				

Below the table, it says: "For enquiries, please call the Interlibrary Loan Services at 2616-8582 or email to illstaff@ln.edu.hk."

On the right, there is a "Subscribe to Alerts Feed" section with a "No Alerts" message.

Annotations in the image include a red box around the "New Request" sub-menu, with three green arrows pointing from it to the text labels "Journal Article", "Book Chapter", and "Book Loan". A red arrow also points from the "New Request" sub-menu to the "Photocopy" option in the main menu.

After filling in all information you have, click “Submit Request” at the bottom.

ILLiad

Active All

- Logoff
- Main Menu
- New Request
 - ↳ Photocopy
 - ↳ Book
- View
 - ↳ Outstanding Requests
 - ↳ Electronically Received Articles
 - ↳ Checked Out Items

Photocopy Request

* Indicates required field

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

Describe the item you want

*Title (Journal, Conference Proceedings, Anthology)

Please do not abbreviate unless your citation is abbreviated

Volume

The Lingnan University Library reserves the right to reject any particular Interlibrary Loan request on grounds of copyright violations.

[Click here for a more detailed copyright policy of Lingnan University Library.](#)

For enquiries, please call the Interlibrary Loan Services at 2616-8582 or email to illstaff@ln.edu.hk.

When the request submitted, a new transaction has been added in your “Outstanding Requests”

Lingnan University ILLiad System

 Active All

Article Request Received Transaction Number 55892

▪ **Logoff**

▪ **Main Menu**

▪ **New Request**

- ↳ Photocopy
- ↳ Book

▪ **View**

- ↳ Outstanding Requests
- ↳ Electronically Received Articles
- ↳ Checked Out Items
- ↳ Cancelled Requests
- ↳ History Requests
- ↳ All Requests
- ↳ Notifications

Outstanding Requests

Transaction	Type	Title	Author	Status
55892	Article			Awaiting Copyright Clearance

For enquiries, please call the Interlibrary Loan Services at 2616-8582 or email to illstaff@ln.edu.hk.

Subscribe to Alerts Feed

No Alerts

To review and track all your requests, click “All Requests” under “View” tab.

When reviewing the request, a status is included to track the progress of the request.

Lingnan University ILLiad System

 Search

 Active All

Below are all your requests (active, finished and cancelled). Click on any transaction number for detailed information.

- **Logoff**
- **Main Menu**
- **New Request**
 - ↳ Photocopy
 - ↳ Book

- **View**

- ↳ Outstanding Requests
- ↳ Electronically Received Articles
- ↳ Checked Out Items
- ↳ Cancelled Requests
- ↳ History Requests
- ↳ **All Requests**
- ↳ Notifications

All Requests

Transaction	Type	Title	Author	Status
54534	Article	[Blurred Title]	[Blurred Author]	Request Finished
54535	Article	[Blurred Title]	[Blurred Author]	Request Finished
54536	Article	[Blurred Title]	[Blurred Author]	Request Finished
54537	Article	[Blurred Title]	[Blurred Author]	Request Finished

Here are some definitions of “Status” attached with Review request your requests

- ◆ **Awaiting Request Processing:** Your request has been successfully received by the ILLiad system and is waiting for ILL staff to process it.
- ◆ **Awaiting Copyright Clearance:** ILL staff are checking to see if a copyright fee is required to obtain the article.
- ◆ **Request Sent:** Your request has been sent out to the potential lender. It will remain at this status until the material is received by the ILL office.
- ◆ **Customer Notified via Email:** Your requested material has arrived and is being held for you at the Library Circulation Counter. You should have received a pickup notification by email.
- ◆ **Checked Out to Customer:** Your requested material has been picked-up.
- ◆ **Delivered to Web:** The item has arrived and processed by the ILL staff. It posted to your ILLiad page under “Electronically Received Articles”. It is available to be viewed and downloaded electronically by Adobe Acrobat.
- ◆ **Cancelled by ILL Staff:** The request has been cancelled by ILL staff together with an email notification. By clicking the “Cancelled Requests” under “View” tab, you can obtain the details of the cancelled request.

Please notify ILL staff of your updated contact information, you can check your existing information under “Change User Information”.

Lingnan University ILLiad System

When Finished Editing, press the Submit Request button below.

Active All

- **Logoff**

- **Main Menu**

- **New Request**
 - ↳ Photocopy
 - ↳ Book

- **View**
 - ↳ Outstanding Requests
 - ↳ Electronically Received Articles
 - ↳ Checked Out Items
 - ↳ Cancelled Requests
 - ↳ History Requests
 - ↳ All Requests
 - ↳ Notifications

- **Tools**
 - ↳ Change User Information

- **About ILLiad**

Change Personal Information

* Indicates required field

Name	<input type="text" value="your name"/>
Barcode Number	<input type="text" value="your barcode"/>
Preferred Notification Method	<input type="text" value="Electronic"/>
E-Mail Address	<input type="text" value="your email address"/>
Daytime Phone	<input type="text" value="your phone number"/>
Preferred Article Delivery Method	<input type="text"/>
Preferred Loan Delivery Method	Hold for Pickup
Preferred Electronic Delivery if Possible (PDF file via web)	<input type="text" value="Yes"/>
Authorized Users	<input type="text"/>

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.

Please read our [Privacy Policy Statement](#) before submitting the registration.

Other important notices to ILL users

Pickup and Return ILL materials

Please be reminded that all Materials loans by this services must be picked up and returned at Lingnan University Library Circulation counter (1/F Library) . Do not use book drops! Do not remove the label from the item you have borrowed. It is your responsibility to observe and adhere to these restrictions.

Additionally, materials are subject to recall by the lending library at any time. It is your responsibility to be aware of your material's due dates.

Copyright Issues

All items provided by ILL must be used only for research or private study.

Any photocopy requests exceed the copyright restriction will be cancelled by ILL staff. For more details, please go to [ILL - Copyright Restrictions](#)

If you have questions in using the Interlibrary Loan system, please contact ILL office at 2616-8582 or email to illstaff@LN.edu.hk

For more details and policies, please visit:

<http://www.library.ln.edu.hk/services/interlibrary-loan-services/interlibrary-loan-policy>

Thank you for using the Interlibrary Loan Services