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

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

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: [field]
Password: [field]

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

Photocopy Request

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

Submit Request  Clear Form  Cancel - Return to Main Menu

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 2615-8582 or email to illstaff@ln.edu.hk.
When the request submitted, a new transaction has been added in your “Outstanding Requests”
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.
Here are some definitions of “Status” attached with 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.
Overdue reminder will be sent by email 7 days before the due date.

If you want to renew your loan, you may either
a. reply the email to raise the renew request, or
b. place the renew request online (by clicking the renew button on the top)

You will be informed by email whether the lending library agrees to extend the loan period or not.
Please notify ILL staff of your updated contact information, you can check your existing information under “Change User Information”.

**Change Personal Information**

- **Name**: [input field]
- **Barcode Number**: [input field]
- **Preferred Notification Method**: [dropdown], [Electronic]
- **E-Mail Address**: [input field]
- **Daytime Phone**: [input field]
- **Preferred Article Delivery Method**: [input field]
- **Preferred Loan Delivery Method**: [input field]
- **Preferred Electronic Delivery if Possible (PDF file via web)**: [Yes]
- **Authorized Users**: [input field]

*Indicates required field

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