

# 香港中文大学图书馆馆际互借系统 - ILLiad

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#### 合资格读者

ILLiad 是一个网上馆际互借系统，香港中文大学教务人员、行政及研究人员，研究生和应届毕业本科生均可申请使用。所有合资格读者每学年均享有[免费限额](#)，用于本地图书馆或与本馆达成互惠协议之海外图书馆复印文献。读者亦享可有[资助限额](#)，以复印海外文献。

#### ILLiad 功能

读者可透过此网上系统随时随地提交申请表格、查阅申请状况并下载所申请的文献。系统会透过您在「[我的借阅记录](#)」中登记的电邮地址，电邮通知您的申请进度。因此，请您使用一个有效的电邮地址以便收取通知。

#### 如何使用 ILLiad

##### 登入

您可在香港中文大学图书馆馆际互借系统 ILLiad 的[登入页面](#)，透过 CUHK Login 登入 ILLiad。如果您需要了解您的登入 ID 和密码，请浏览[此页面](#)。



香港中文大學圖書館  
The Chinese University of Hong Kong Library

## Interlibrary Loan & Document Delivery Services



Welcome to the Interlibrary Loan and Document Delivery Services.

The services are for **faculties, administrative and research staff, postgraduate and final year undergraduate students of the CUHK** only. As the request service of the Hong Kong Academic Library Link (HKALL) will be temporarily suspended from 6 June to mid-July, the library will provide interlibrary loan service for undergraduate students, executives, general staff and other patrons who are eligible for HKALL service during the affected period.

Click [here](#) for details of the services and hours for scheduled system maintenance.

To log in CUHK ILLiad, please enter:

**CUHK** LOGIN

This will log you in via the CUHK Central Authentication System

**Gentle Reminder:** Please keep your email address in ILLiad as current as possible to receive notifications of interlibrary loan services. You may check your email used in ILLiad at Main Menu -> Tools-> Change User Information after log on your ILLiad account.

For details of the CUHK's privacy policy, please visit: <http://www.cuhk.edu.hk/english/privacy.html>

### 首次登记

登入后系统会显示你于本年度免费及资助的申请限额，点击「[here](#)」继续。

## The CUHK ILLiad

Your quota information from Aug 2014 to July 2015 (Academic Year)

### For Local Resources:

Free Quota Limit : 100

Free Quota Used : 1

**Remaining Quota : 99**

Photocopying Requests in Process : 0

### For Overseas Resources:

Subsidized Overseas Quota Limit : 10

Subsidized Overseas Quota Used : 0

**Remaining Quota : 10**

Photocopying Requests in Process : 0

Click [here](#) to proceed.

Data is current as of 07/07/2015 8:59:49

初次使用的读者请依画面指示填写个人基本资料以及设定，以完成整个登记的过程。完成后可按「Submit information」。倘若读者需要更新**电邮地址**，请先登入「[我的借阅记录](#)」中更改，然后再登入 ILLiad 继续登记。

# The CUHK ILLiad

Complete your registration information and click submit.

### New User Registration for ILLiad \* Indicates required field

First Name	Mei Ling
Last Name	CHAN
ID Number	F1233211
Preferred Notification Method	E-Mail
E-Mail Address	uill@lib.cuhk.edu.hk
* Daytime Phone	<input type="text"/>
Loan Delivery Method	Hold for Pickup
Electronic Delivery (PDF file via web)	Yes
Status	Postgrad
Department	Music
Authorized Users	<input type="text"/>
<small>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.</small>	
* Delivery Location	University Library

## 增加 / 更改缴费账户资料

首次登记中, 读者需选择缴付海外馆际互借服务收费的支付方式, 于「Add/Change Account」画面上选择付款方式及输入有关帐户号码。选择一经订立后, 以后提交申请时您可在下拉选单中选择该申请的付费方式。

Edit your Account Information below.

- Logoff F99933
- Main Menu
- New Request
  - ↳ Article
  - ↳ Book
  - ↳ Book Chapter
  - ↳ Conference Paper
  - ↳ Patent
  - ↳ Thesis
  - ↳ Standards
- View
  - ↳ Outstanding Requests
  - ↳ Electronically Received Articles
  - ↳ Checked Out Items
  - ↳ Cancelled Requests
  - ↳ Finished Requests
  - ↳ All Requests
- Tools
  - ↳ Change User Information
  - ↳ Change Accounts
- **About ILLiad**
- Other Information

### Current Accounts

Account Number	Type	Description	Valid	Delete
SELF PAYMENT		Self-payment	Yes	Delete
FREE QUOTA		Within my free quota	Yes	Delete
C001/2345678/555005		Research Account	Yes	Delete
C001/3456789/555005		Department Account	Yes	Delete

### Add Account \* Indicates required field

Interlibrary Loan and Document Delivery Services will levy charges for materials obtained from overseas libraries. Users are requested to provide us with one of the following payment methods:

- **Self-payment:** pay by cash / cheque at the Counter when picking up the item.
- **Research Account:** a valid research account number for settling the charge.
- **Departmental Account:** a valid departmental account number for settling the charge. (\*An email seeking approval for charging will be sent to the account budget holder or his/her representative. Upon receipt of approval, the request will be processed).

\*Description

\*Account Number   
(Cost Centre/Department Account/Account Number, e.g. C001/LIB/555005  
Cost Centre/Research Account/Account Number, e.g. C001/1234567/555005)

Expiration Date (MM/DD/YYYY)

倘若读者选择以部门帐户支付服务收费，我们会以电邮通知帐户持有人/代表，经帐户持有人/代表认可后，您的申请会被处理。

## 修改个人资料

您随时都可修改 ILLiad 内的个人资料。点击左侧面版「Tools」下的「Change User Information」即可修改。请谨记于完成后按「Submit Information」，修改的资料才能成功储存。

倘若读者需要更新电邮地址，请先登入「[我的借阅记录](#)」中更改，然后立即登入 ILLiad 让系统启动已更新的电邮地址。

**Change Personal Information** \* Indicates required field

First Name	Wai Ling
Last Name	LEE
ID Number	F1122331
Preferred Notification Method	E-Mail
E-Mail Address	ulill@lib.cuhk.edu.hk
*Daytime Phone	34938741
Loan Delivery Method	Hold for Pickup
Electronic Delivery (PDF file via web)	Yes
Status	Postgrad
Department	Music
Authorized Users	
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.	
Delivery Location	University Library

**Submit Information** Cancel - Exit to Main Menu

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## 提交申请

1. 左侧面版「New Requests」下方列出了可以申请的不同类型馆藏。请点击您想申请文献的类型，以开启相应的申请表格。
2. 尽可能提供完整文献的书目资料。若能提供申请文献的国际标准期刊号(ISSN)，将加速该申请的处理速度。
3. 「Required fields」必须填写，如没有相关资料，请填写「unknown」。
4. 选择该申请的付费方式。
5. 点击「Submit Request」按钮，提交申请。

- Logoff F112233
- Main Menu
- New Request
  - ↳ Article
  - ↳ Book
  - ↳ Book Chapter
  - ↳ Conference Paper
  - ↳ Patent
  - ↳ Thesis
  - ↳ Standards
- View
  - ↳ Outstanding Requests
  - ↳ Electronically Received Articles
  - ↳ Checked Out Items
  - ↳ Cancelled Requests
  - ↳ Finished Requests
  - ↳ All Requests
- Tools
  - ↳ Change User Information
  - ↳ Change Accounts

### Photocopy Request \* Indicates required field

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

#### Describe the item you want

<b>* Article Title</b>	<input type="text"/>
Article Author	<input type="text"/>
<b>* Title (Journal, Conference Proceedings, Anthology)</b>	<input type="text"/>
<b>* Volume</b>	<input type="text"/>
Issue Number	<input type="text"/>
Month	<input type="text"/>
Year	<input type="text"/>
<b>* Inclusive Pages</b>	<input type="text"/>
ISSN/ISBN	<input type="text"/>

## 网上续借馆藏

中大图书馆会于馆藏到期日前向读者发出**即将到期通知**。在到期日 2 天前，你可以透过 ILLiad 续借您的馆藏。从海外借阅的申请件一般不设续借；过早的续借申请或馆藏已逾期的续借申请均不被接纳。续借与否会由借出馆藏的图书馆决定。当借出馆藏的图书馆回复续借申请后，您会收到电子邮件通知。若续借申请被拒，请您于到期日之前归还馆藏。

1. 点击左侧面版「View」下的「*Checked Out Items*」，页面会显示您已借阅的馆藏项目。
2. 点击您需要续借的馆藏交易编号 (transaction number)，页面会显示馆藏项目的详细资料。
3. 于馆藏项目的详细资料页面上方点击「*Renew Request*」。

## The CUHK ILLiad

This request is currently checked out to you.

- Logoff F99922
- Main Menu
- New Request
  - ↳ Article
  - ↳ Book
  - ↳ Book Chapter
  - ↳ Conference Paper
  - ↳ Patent
  - ↳ Thesis
  - ↳ Standards
- View
  - ↳ Outstanding Requests
  - ↳ Electronically Received Articles
  - ↳ **Checked Out Items**
  - ↳ Cancelled Requests

Renew Request

Transaction Information	
Title	商業機構/文獻種類/セウオル号/되었습니다/été/been
Author	see/互惠協議/教務人員/스포치아넥스/클럽/ rückwärts-rénière/see
Publisher	see/互惠協議/教務人員/스포치아넥스/클럽/ rückwärts-rénière/see
Place	
Date	商業機構/文獻種類/セウオル号/되었습니다/été/been
Edition	
ISSN/ISBN	
Cited In	
Cited Title	
Cited Date	
Cited Volume	
Cited Pages	

## 查阅申请进度

1. 点击左侧面版「View」下的「*Outstanding Requests*」。
2. 点击您所申请文献的交易编号 (transaction number)，页面底部会显示所有处理您的申请时的有关讯息。

The CUHK ILLiad

Choose a request below for detailed information.  
Below are your active requests. Click on any transaction number for detailed information.

Active All Search

- Logoff F99922
- Main Menu
- New Request
  - Article
  - Book
  - Book Chapter
  - Conference Paper
  - Patent
  - Thesis
  - Standards
- View
  - Outstanding Requests
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  - Cancelled Requests
  - Finished Requests
  - All Requests

Outstanding Requests				
Transaction Number	Type	Title	Author	Status
323906	Book Chapter	Handbook of psychophysiology: Developmental psychophysiology: Conceptual and methodological issues		Request Sent

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Tracking		
Date/Time	Status	Changed By
5/15/2014 2:22:50 PM	Submitted by Customer	F99922
5/15/2014 2:22:50 PM	Awaiting Copyright Clearance	F99922
5/20/2014 12:40:20 PM	Awaiting Request Processing	suking
5/20/2014 12:40:41 PM	Request in Processing	suking
5/20/2014 12:43:31 PM	Request Sent	suking

## 查看 / 下载已完成的申请

1. 当申请文献到馆后，您会收到电子邮件通知取件。
2. 登入 ILLiad，点击左侧面版「View」下的「*Electronically Received Articles*」，页面会显示您的申请成功到馆的资料。
3. 选择您所申请文献的交易编号 (transaction number) 并点击旁边的 PDF 图标便可检视或下载该文献。（需 Acrobat Reader 软件）
4. 您可于打印后删除该文献档案。该电子文档会从发布之日起计在 ILLiad 保留 14 天。
5. 如您在 ILLiad 不小心按了「*delete*」，您可以点击「*undelete*」（文字连结为蓝色）复原该连结以重新获取该文献档案。

▪ **Logoff F99922**

▪ **Main Menu**

▪ **New Request**

- ↳ Article
- ↳ Book
- ↳ Book Chapter
- ↳ Conference Paper
- ↳ Patent
- ↳ Thesis
- ↳ Standards

▪ **View**

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

Articles posted to this page will remain accessible by the requestor for **14 days from the date of posting**.

If, prior to this time, you no longer require the use of an article, you may delete it using the "Delete" link to the right of the article information.

In the event that you accidentally delete an article from this web page, you may **undelete** articles or e-mail to the Interlibrary Loan and Document Delivery Department at [ulill@lib.cuhk.edu.hk](mailto:ulill@lib.cuhk.edu.hk) or to the Medical Library at [mdill@lib.cuhk.edu.hk](mailto:mdill@lib.cuhk.edu.hk) to have it reset.

Electronically Received Articles						
Transaction	View	Size	Title	Author	Expires	Delete
323988	 View	2.99 MB	Rediscovering Japan, reintroducing Christendom : two thousand years of Christian history in Japan: The Protestant movement enters in Japan: The Clash of Cultures		7/21/2015	Delete

## 远程访问

合资格读者可透过 CUHK Login 在校园网络外登入 ILLiad。

## 联络我们

如有任何查询，欢迎联络读者服务。您可致电 3943 7306 或电邮至 [ulill@lib.cuhk.edu.hk](mailto:ulill@lib.cuhk.edu.hk)。