



Requesting Inter-Library Loans Online

Contents:

- **Online Electronic Requesting address**
- **Logging in**
- **Viewing your account details & Changing your password**
- **Requesting a photocopy**
- **Copyright declaration**
- **Requesting a book**
- **View outstanding and supplied requests**
- **Logging out**

Should you have any queries about using this service or any technical problems please contact Duthie Library on: duthieliby@cardiff.ac.uk or ring **029 2074 2078**

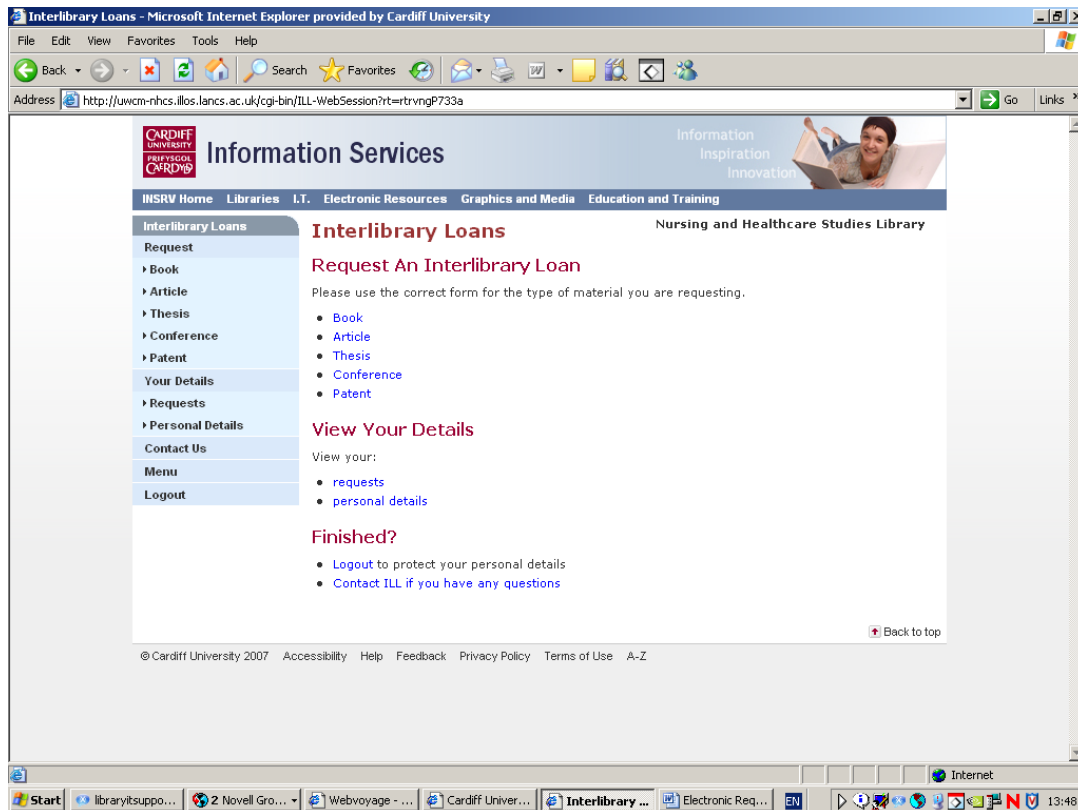
1. Online Electronic Requesting address

- The online web form is available at:
<http://cardiff.illos.lancs.ac.uk>

2. Logging In

- At the **login page**:
 - In the **barcode** field enter your library card number (the number beginning **016...** underneath the barcode on your library card) If your barcode contains an **X** please use Capital Letters.
 - In the **password** field enter the default password **holiday**. NB: this password will need to be changed immediately to something you can easily remember.
- If you have **not used Inter-Library loans before** you may not have an account. Please contact the library to set this up.
- **If you have an active account with more than one library**, you will be given the option to choose which library you wish to request through. Use the drop down arrow to select the relevant library and re-enter your password. If you are unsure about which library to choose, please contact us on duthieliby@cardiff.ac.uk or ring **029 2074 2078**.

The screen should now look like this:



3. Viewing your Account Details and Changing your Password

- Click on **Personal Details** to view your account details (name, library card number, address) and to **change your password**.
 - To change your password, type in your new password next to **New Password** and **Confirm New Password**. Click on **Update Password**. The boxes will remain full, but the password will have changed.
 - To change your address/telephone number please contact Duthie Library on:
duthieliby@cardiff.ac.uk or ring **029 2074 2078**

4. Requesting a photocopy of a journal article

- Click on **Article** (on the front page or in the **Request** section of the menu on the left hand side of the screen)
- You will be presented the screen below:

Request Article - Microsoft Internet Explorer provided by Cardiff University

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://uwcm-nhcs.illos.lanacs.ac.uk/cgi-bin/ILL-WebSession?at=auth2KTng63&nI=28nx=sub-jrnl> Go Links

Information Services Information Inspiration Innovation

ILSRV Home Libraries I.T. Electronic Resources Graphics and Media Education and Training

Interlibrary Loans Request Article

Request
Book
Article
Thesis
Conference
Patent
Your Details
Requests
Personal Details
Contact Us
Menu
Logout

Journal
Author
Article title
Year
Volume
Part
Pages
Source
Format
 Photocopy of article
 Loan of journal part

Submit request Start over

Back to top

© Cardiff University 2007 Accessibility Help Feedback Privacy Policy Terms of Use A-Z

Start Novell GroupWise ... insrvincidentroom ... Webvoyage - Libra... Request Article ... Electronic Requesti... 15:11

- Fill in the bibliographic details of your request.
- Due to copyright law we can only request a photocopy of one article per journal issue. If you require more than one article select **Loan of**

journal part and you will be able to peruse the entire issue in the library

- Click **Submit request**, or to clear the form click **Start over**
- The next page is a **summary of the information** you have just entered and your **copyright declaration**.
 - **Print** this off,
 - **Read and sign the declaration**
 - **Send in** to The Sir Herbert Duthie Library. Fax no. **029 2074 3651**

WE REQUIRE THIS DECLARATION BY LAW AND ARE UNABLE TO APPLY FOR YOUR REQUEST UNTIL WE RECEIVE IT. Keep a copy of the reference number for your own records.

5. Requesting a Book Loan

- Click on **Book** (on the front page or in the **Request** section of the menu on the left hand side of the screen)
- Fill in the bibliographic details of your request.
- Click **Submit request**, or to clear the form click **Start over**

The screenshot shows a web browser window titled "Request Book - Microsoft Internet Explorer provided by Cardiff University". The address bar shows the URL: <http://uwcm-nhcs.lilos.lancs.ac.uk/cgi-bin/ILL-WebSession?at=auth2KTnq63&nI=2&nx=sub-book>. The page content includes the Cardiff University logo, "Information Services" header, and a navigation menu with "Interlibrary Loans" selected. The "Request Book" form is displayed with the following fields:

Author	Hillard F & Fairclough CL
Title	Research
Publisher	Elsevier
Year	1999
Volume	
Edition	2nd
ISBN	2012321535
Source	www.sourceofreference.com

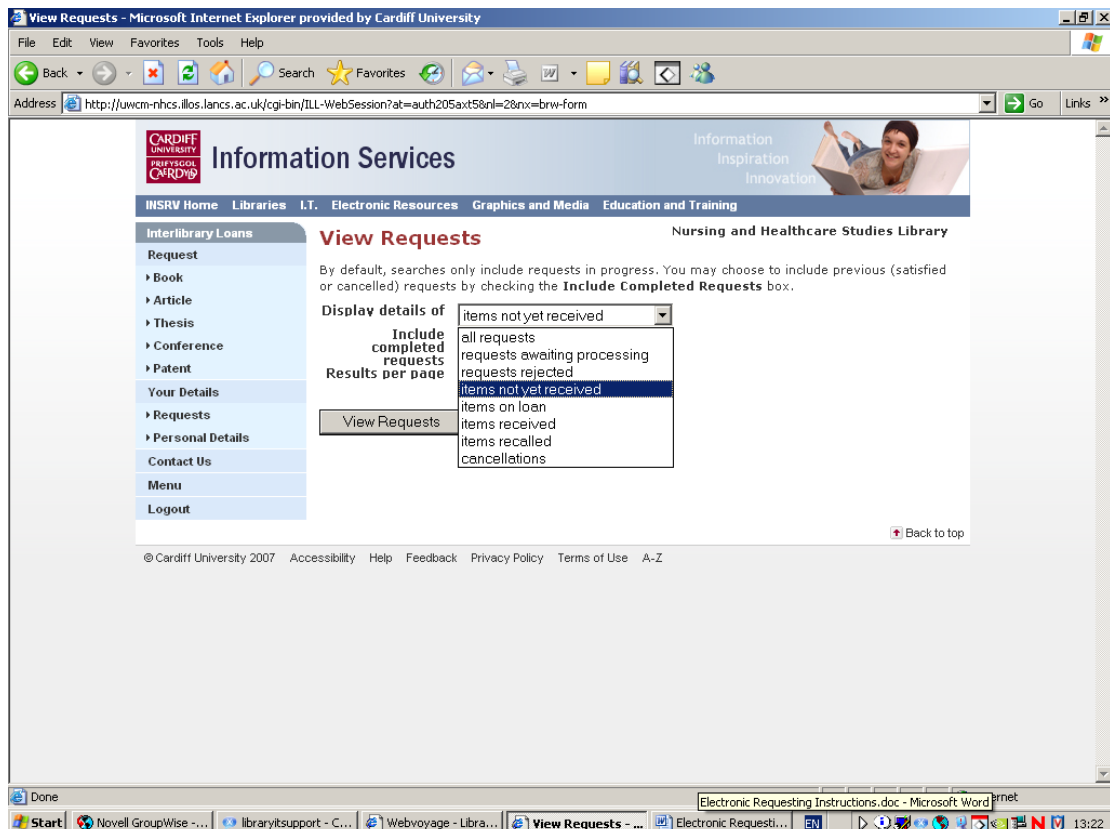
At the bottom of the form are two buttons: "Submit request" and "Start over". A "Back to top" link is also present. The footer of the page contains copyright information: "© Cardiff University 2007" and various links like "Accessibility", "Help", "Feedback", "Privacy Policy", "Terms of Use", and "A-Z". The browser's taskbar at the bottom shows several open applications, including "Novell GroupWise", "insrvincidentroom", "Webvoyage - Libra...", "Request Book", and "Electronic Requesti...".

- The next page is a **summary of the information** you have just entered. Print this off for your own records.

- You **do not have to send anything** to The Sir Herbert Duthie Library as Loans do not require a copyright declaration signature.

6. Viewing Outstanding and Supplied Requests

- Click on **Requests** in the **Your Details** section of the menu on the left hand side of the screen.



- Choose from the **drop down menu** (see above) the type of requests you wish to view, and click on **View requests**.
- If you select to view **all requests** the screen will display a complete list of your requests, including their status (received, rejected, in process etc.) and the date supplied.

7. Logging Out

- Click **Logout** on the menu on the left hand side of the screen
- IF YOU ARE USING A PUBLIC ACCESS COMPUTER PLEASE REMEMBER TO LOGOUT.

Should you have a query regarding a request that has been dispatched to you please contact Duthie Library on:

duthielib@cardiff.ac.uk or ring 029 2074 2078