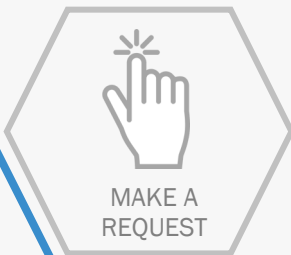




Inter-library Loan (ILL) Guide



BOOK PICK-UP



MAKE A REQUEST



UNION SEARCH



<http://library.cihe.edu.hk>



INTER-LIBRARY LOAN (ILL)

The Inter-library loan service allows full-time academic staff and senior administrative staff to borrow books that are not owned by the CIHE/CBCC Library from other partner institutes. They are:

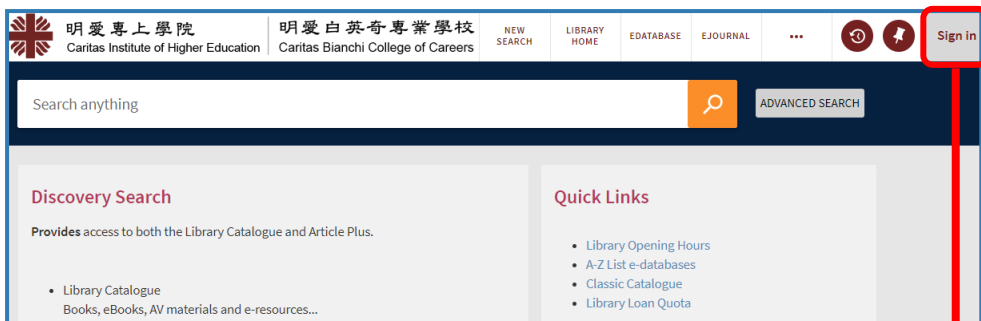
- Hong Kong Shue Yan University (HKSYU)
- Open University of Hong Kong (OUHK)
- Tung Wah College (TWC)
- Chu Hai College of Higher Education (CHCHE)

Conditions:

- Only print books can be requested. E-books, journals, theses, dissertations and audio-visual materials are not applicable.
- Eligible users can borrow up to 5 books from other libraries.
- Eligible users can request for book renewal once, subject that no other users have requested the books in respective libraries.
- A book not returned when it is due is subject to an overdue fine of \$1 per book per day (excluding Saturdays and those days when the Library is closed)
- A book declared lost or damaged is subject to a replacement fine from the source library.

If the book you wish to read cannot be found in the Library, you can select the search scope **Union Search** in the **Discovery Search** platform. Please follow the steps on the next page.

1. Go to Discovery Search. Click 'Sign in'



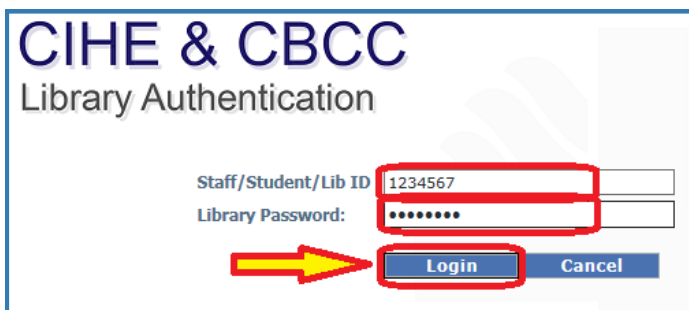
The screenshot shows the top navigation bar of the library website. On the left, there are logos for '明愛專上學院' (Caritas Institute of Higher Education) and '明愛白英奇專業學校' (Caritas Bianchi College of Careers). The navigation menu includes 'NEW SEARCH', 'LIBRARY HOME', 'EDATABASE', 'EJOURNAL', and a 'Sign in' button highlighted with a red box. Below the navigation bar is a search bar with the placeholder text 'Search anything' and a magnifying glass icon. To the right of the search bar is an 'ADVANCED SEARCH' button. Below the search bar, there are two main sections: 'Discovery Search' and 'Quick Links'. The 'Discovery Search' section provides access to both the Library Catalogue and Article Plus, with a list of links including 'Library Catalogue' (Books, eBooks, AV materials and e-resources...). The 'Quick Links' section includes 'Library Opening Hours', 'A-Z List e-databases', 'Classic Catalogue', and 'Library Loan Quota'.

2. Click 'Sign in' once more



The screenshot shows a navigation bar with two buttons. The first button is labeled 'MY LIBRARY RECORD' and features a user icon. The second button is labeled 'SIGN IN' and features a right-pointing arrow icon. The 'SIGN IN' button is highlighted with a red box, and a red arrow points from the 'Sign in' button in the previous screenshot to this one.

3. Enter your institutional ID and password



The screenshot shows the 'CIHE & CBCC Library Authentication' login form. The form has two input fields: 'Staff/Student/Lib ID' with the value '1234567' and 'Library Password' with a masked password '*****'. Both input fields are highlighted with red boxes. Below the input fields are two buttons: 'Login' and 'Cancel'. A yellow arrow points to the 'Login' button, which is also highlighted with a red box.

If you are not sure about your institutional ID and password, please refer to the details on your student / staff card and the login examples as stated in the instruction at the bottom of the webpage.

4. Choose Union Search for the book that cannot be found in the Library

The screenshot shows the library's search page. At the top, there are logos for '明愛專上學院' (Caritas Institute of Higher Education) and '明愛白英奇專業學校' (Caritas Institute of Professional Studies). A search bar contains the text 'Cambridge history of the first worl'. A dropdown menu is open, showing 'Discovery Search' and 'Union Search', with 'Union Search' highlighted by a red box. To the right of the search bar is a button with a magnifying glass icon. Below the search bar, it says 'PAGE 1 136 Results' and 'Save query'. The first search result is for the book 'The Cambridge history of the First World War' by Winter, J. M., published in 2016. Below the title, it says 'Physical copy available at other institution(s)'. There is an 'ILL request' button and a 'Select Volume:' dropdown menu.

5. If you are an eligible user for ILL service, you will see an 'ILL request' button in the search entry.

This screenshot is a closer view of the search results. It shows the same search result for 'The Cambridge history of the First World War'. The 'ILL request' button is highlighted with a red box. Below it, a dropdown menu is open, showing three options: 'v.01 HKSYU 4/F. English Book', 'v.02 HKSYU 4/F. English Book', and 'v.03 HKSYU 4/F. English Book'. The first option is also highlighted with a red box.

If the book has a few volumes, choose the volume you want to borrow and click 'ILL request'. A volume counts as one of the five quota of ILL books you are entitled to.

6. Accept the terms in the ILL form and click 'Submit' to complete the ILL request. Remember to sign out the Discovery Search after use.

What is Inter-Library Loan Service? Please click [here](#) for details.

ILL Book Request - [Redacted]

* Mandatory fields

Author	* J. M Winter (Last name, first name)
Title	* The Cambridge history of the First World War (v.01)
Edition	
Place of publication	Cambridge, UK ; New York
Publisher	
Year of publication	2016
ISBN	
Series	
Source	
Volume	v.01
Pages (e.g. 1-9)	
Source of Information or Comments	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div> <small>(only text typed within the borders will be retained)</small>
ILL Service Charges	This service will be provided for full-time academic and senior administrative staff.
Pickup location	CBCC Campus ▼

Terms of Use:
I would like to obtain a copy of the item(s) specified on this request form for private study and research purposes and not for any other use. I will not supply any copy to any other person. I understand that I will be responsible for any overdue fines and replacement costs for the loss or damage of the item(s) loaned to me. I am also responsible for returning all borrowed items to the Library before the due date or before leaving Hong Kong on long leave or on cessation of employment with the CIHE/CBCC, whichever is earlier. In pressing the [Submit] button below, I agree to abide by the rules stated above.

I accept the terms of use of the ILL services *

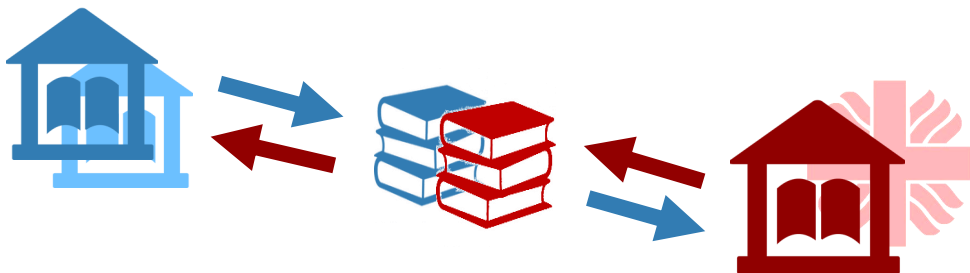
Do not add or change anything in the form

PICK-UP PROCEDURES

- Please pick up the book as soon as possible after receiving the 'ILL Pick Up Notice' email from the Library.
- An email notice reminding you to return the book will be sent **3 days before the due date**.
- If you wish to renew the book, please inform the Library **3 days before the due date**.

CANCEL REQUEST

- Request **cannot be cancelled** once it has been sent out to the libraries of the partner institutes.
- The lending library **may cancel** your request if the book cannot be found on shelf or is not suitable for loan.

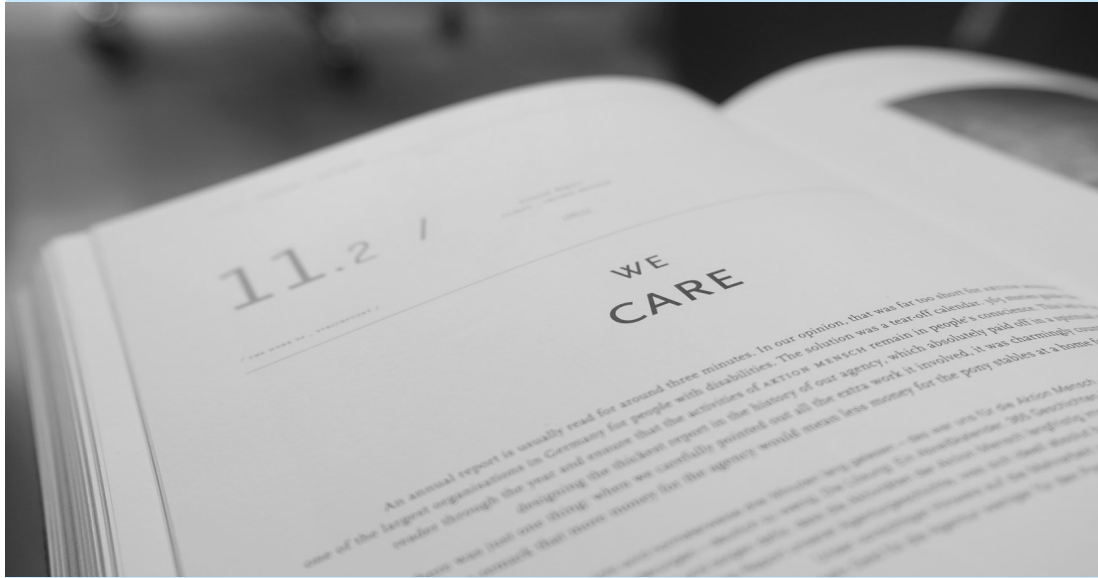


STATUS OF ILL REQUEST

Status	Explanation
Request Received	Your request has been received by the Library
In Process	The Library is processing your request
Order Sent	The request has been sent to the partner library
Shipped	The book is ready for transportation
Available for Pick Up	The book is available for you to pick up in the Library
Already Pick Up	The book has already been picked up by you
Item Returned	The book has been returned by you
Returned by Library	The book has been returned by the Library
Completed	The whole request process has been completed

To check your status, go to My Library Record and choose 'ILL Requests'

TKO Library					
For details about an Inter-library Loan request, click the underlined number.					
Record				Previous Page Next Page	
No.	Title	Req. No.	Status	Pickup Location	Due Date
<u>1</u>	Tabbner's nursing care : theory and practice / [edited by] Rita Funnell, Gabrielle Koutoukidis, Kare	304	Request Received	CBCC Campus	



library@cihe.edu.hk

Contact Us

Library



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