

USING “MY ILL REQUEST”

■ go to: <http://ucill.cdlib.org:8082/zportal>

HOW TO LOGIN

The sign-in form is titled "Sign-in" and is contained within a light blue box with an orange border. It features three input fields: "User ID:" (a text box), "Password:" (a text box), and "Authentication Service:" (a dropdown menu currently showing "UCLA"). Below these fields is a yellow "Submit" button.

User ID: Enter your BruinCard number — nine digits on the front plus the tenth digit that appears on the back of the card OR UCLA Library card number — initial letter, if there is one, and all digits without any spaces between them.

Password: leave blank.

Authentication Service: select UCLA.

LOGIN FAILURE MESSAGES:

“Authentication declined: Borrower is blocked from making Requests” means that you have overdue materials. Use the “My Account” feature in the UCLA Library Catalog <http://catalog.library.ucla.edu> for more information. Returning or renewing the item will unblock your account.

“Authentication declined: Your Borrower ID and/or Library Catalog pin# is invalid.” Review and follow the HOW TO LOGIN TO YOUR ILL REQUEST ACCOUNT instructions at the top of this page.

After clicking “Submit”, your account information will display. You can choose to sort your requests by Author, ILL No., Title, or Need by date, and you can display up to 20 requests per page (we suggest sorting by ILL No. / descending, which will generally display the most recently submitted requests at the top of the list). Select your sort option, then click “Submit”.


The screenshot shows the "Request" page header with the sub-header "Interlibrary Loan and Document Delivery". Below the header, the user's name "VDX-ALEPH, TESTGRAD (Graduate)" is displayed. A "My Requests" link is visible. The "Request Details" section contains a "Sort by:" dropdown menu with options: "Title", "Author", "ILL No.", "Title", and "Need by date". The "Records per page:" dropdown is set to "10". A "CREATE A NEW REQUEST" link is located at the bottom left of the page.

Only “active” ILL requests display, including items that are being processed, pending at potential suppliers, shipped but not arrived, received, and returned but not yet checked in at the supplying library location. Requests submitted through the “UCLA Request Form” require special handling by staff and may not display in your ILL account for several days.

If you have no active ILL requests, the following will display:

The screenshot shows the "Request Details" section with a grey background and the message "You have no ILL requests."

A typical request in your list will look like this:

		View 
ILL Number:	1386352	
Title:	High adventure / Edmund Hillary ; with maps by A. Spark and sketches by George Djurkovic	
Author:	Hillary, Edmund Sir	
Status:	Received	
Date Due:	15 May 2007	

STATUS MESSAGES

The "Status" of your requests will be displayed in the record. Following is a list of possible statuses and what they mean:

- In process** • Your request is in the process of being fulfilled (potential suppliers are being sought and queried).
- Received** • Your request, whether a copy or a loan, has been received by the UCLA ILL Department. Loans (returnables) will display the established due date. Copies (non-returnables), whether delivered electronically or as a paper copy, will display in your list for 30 days from the received date.
- Returned** • Your loan request has been reported returned by the UCLA ILL Department. Record will disappear from your list when the lending library has formally "checked in" the item.
- Renewal pending** • The UCLA ILL Department has formally submitted a renewal request to the lending institution
- Recalled** • The lending library has formally recalled the item in your loan request.

SUBMIT A RENEWAL REQUEST

You may submit renewal requests for your ILL loans from your requests list (please submit renewal requests *no more than seven [7] days* in advance of the due date).



Request Details	
2 requests found	
Page 1	
View 	
ILL Number:	1385803
Title:	Mountain climbing, Australia and New Zealand / [compiled by Ken McMahon].
Author:	McMahon, Ken.
Status:	Received
Date Due:	10 Jan 2007

To submit a renewal request, click on either the

"View" link

OR

the "Title:" link.

Request Details		
[Previous Request]	ILL Number 1385803	[Next Request]
		Renew  Requests List 
Title:	Mountain climbing, Australia and New Zealand / [compiled by Ken McMahon].	
Author:	McMahon, Ken.	
Date of Publication:	1980	

In the resulting "Request Details" screen, click on the "Renew" link.

Request

Interlibrary Loan and Document Delivery

renew a request

To renew a request, please complete this form and submit it.

In the resulting "Renew a Request" window, fill in your e-mail address in the "Mail from" text box.

Mail to: biomed-access@library.ucla.edu

Mail from:

Cc:

Action: Please renew my request

Patron barcode number: 3102063004

Requester location: ULA.2

ILL number: 1391972

Click the "Send email" button at the bottom of the "Renew a Request" window form to submit your request for renewal.

Though the "Mail from" is optional, it is advisable that this field is filled in as this will be used in contacting you later about your renewal request's status.

Clicking the "Send email" button at the bottom of the form, sends your request for renewal to the UCLA Interlibrary Loan Service Center that initially processed your request. Interlibrary loan staff will contact the lending library requesting a renewal. Requests for renewal are not automatic as they must be approved by the lending library.

Cancel/Renew Mail Confirmation

Request

Interlibrary Loan and Document Delivery

Cancel or renew a request

Your request to renew or cancel a request has been sent to your library. Your campus Interlibrary loan department will contact the lending library about this request for a change in status.

Requests for renewal are not automatic; they must be approved by the lending library. If you have questions, please contact your interlibrary loan unit.

Click the "OK" button to close this window and return to the "Request Details" screen.

Request Details

1 request found

Page 1

ILL Number:	1385803
Title:	Mountain climbing, Australia and New Zealand / [compiled by Ken McMahon].
Author:	McMahon, Ken.
Status:	Renewal pending
Date Due:	10 Jan 2007

When a renewal request is formally sent to the lending library, the item's status will change to "Renewal Pending."

Renewal approved • If the lending library approves a renewal request, the item's status will change to "Received" with the new due date indicated.

Renewal denied • If the lending library declines a renewal request, you will be contacted by e-mail, requesting that the item be returned.

CANCELLING A REQUEST

You may submit a request to cancel an ILL request directly from your ILL account, if the "cancel" option is available. (An item may allow a cancellation due to its current status with the lending library.)

ILL Number:	1393087	View
Title:	Off the beaten track : women adventurers and mountaineers in western Canada / Cyndi Smith.	
Author:	Smith, Cyndi, 1956-	
Status:	In process	
Needed by:	20 Apr 2007	

To "cancel" a request, click on its "View" OR

"Title:" link.

Request Details	
[Previous Request]	ILL Number 1449865
	[Next Request]
Cancel Requests List	
Title:	Shock
Title of Paper:	Article title not supplied
Author of Paper:	Phoebe
Volume/Issue:	1230
Pagination:	123
Pickup Location:	OELA - UCLA BIOMED DDS
Status:	In process

In the resulting "Request Details" screen, click on the "Cancel" link.

Request	cancel a request
Interlibrary Loan and Document Delivery	
To cancel a request, please complete this form and submit it.	
Mail to: illalert@library.ucsb.edu	
Mail from: <input type="text"/>	
Cc: <input type="text"/>	
Action:	Please cancel my request ILL number: 1393087
Patron barcode number: 21205002039592	
Requester location: USB1	
<input type="button" value="Send email"/>	

Clicking the "Send email" button at the bottom of the resulting form, sends your cancel request to the UCLA Interlibrary Loan Service Center that initially processed your request.

Request	Cancel or renew a request
Interlibrary Loan and Document Delivery	
Your request to renew or cancel a request has been sent to your library. Your campus Interlibrary loan department will contact the lending library about this request for a change in status.	
Requests for renewal are not automatic; they must be approved by the lending library. If you have questions, please contact your interlibrary loan unit.	
<input type="button" value="OK"/>	

Click the "OK" button to close this window and return to the "Request Details" screen.

If you have additional questions contact one of our interlibrary loan services centers:

BIOMEDICAL LIBRARY 310 • 825–4055 biomed-access@library.ucla.edu

MANAGEMENT LIBRARY 310 • 825–3138 management-ill-dds@library.ucla.edu

LAW LIBRARY 310 • 825–9317 express@law.ucla.edu

RESEARCH LIBRARY 310 • 825–1733 yrl-ill-b@library.ucla.edu