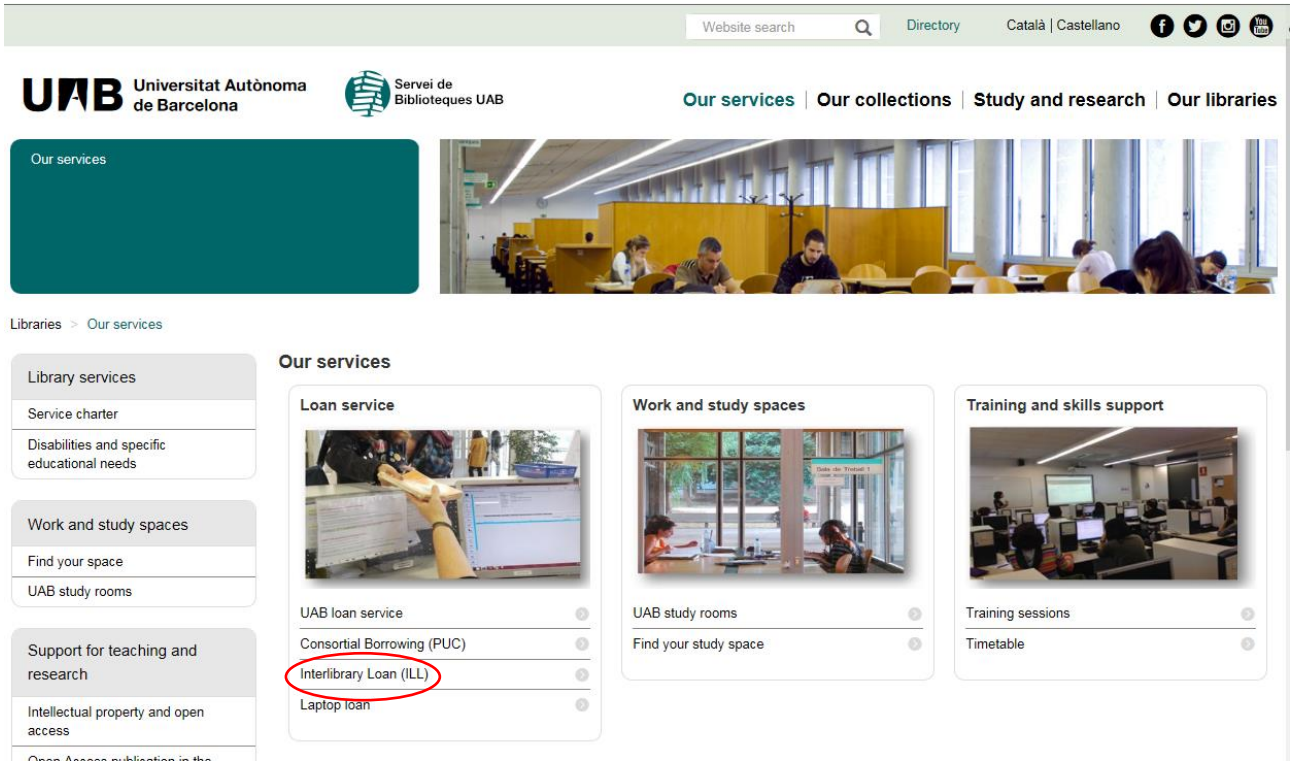
Interlibrary Loan (ILL) user portal

The user portal allows to:

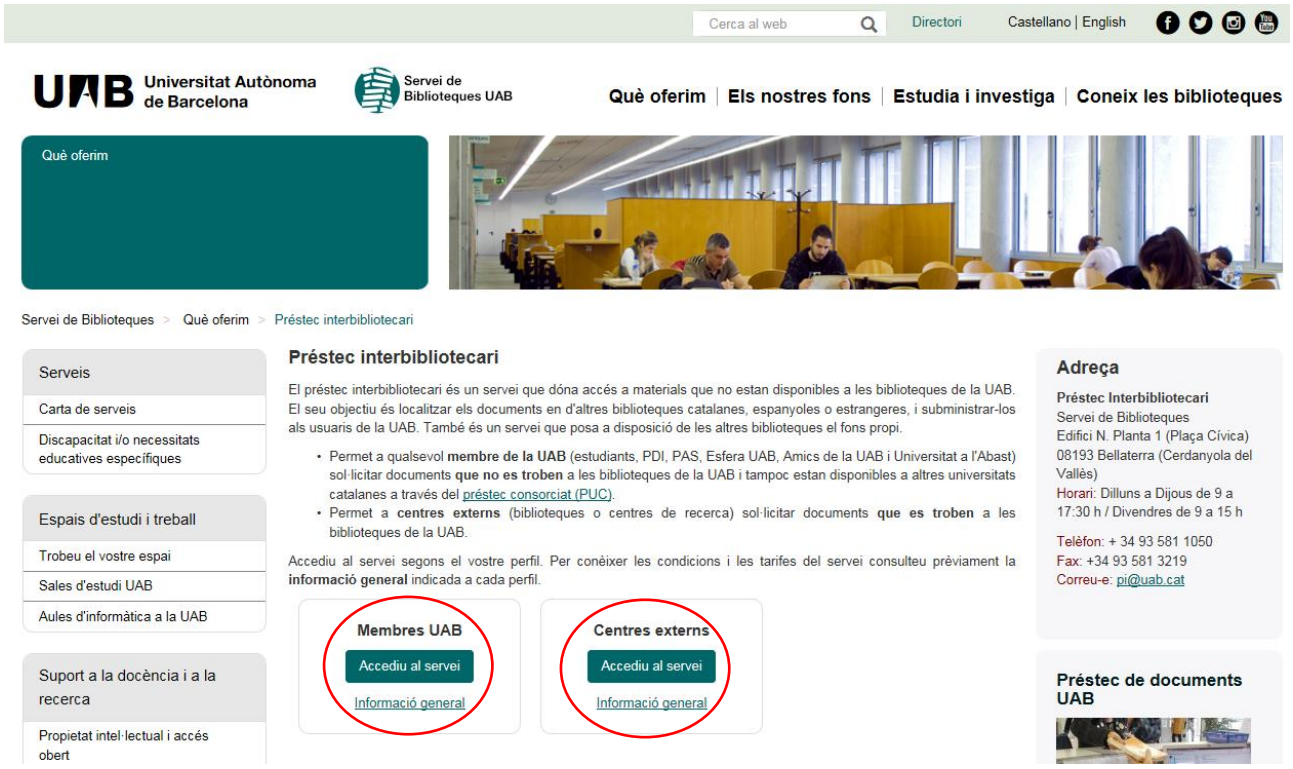
- Ask for a document that is not available in UAB libraries (UAB users)
- Ask for a document that is available in UAB libraries (external users)
- Check the status of your request
- Place requests for documents
- Cancel requests
- Obtain requested electronic documents
- Modify your personal data

The user portal can be accessed from the Library Service website clicking the Our services tab

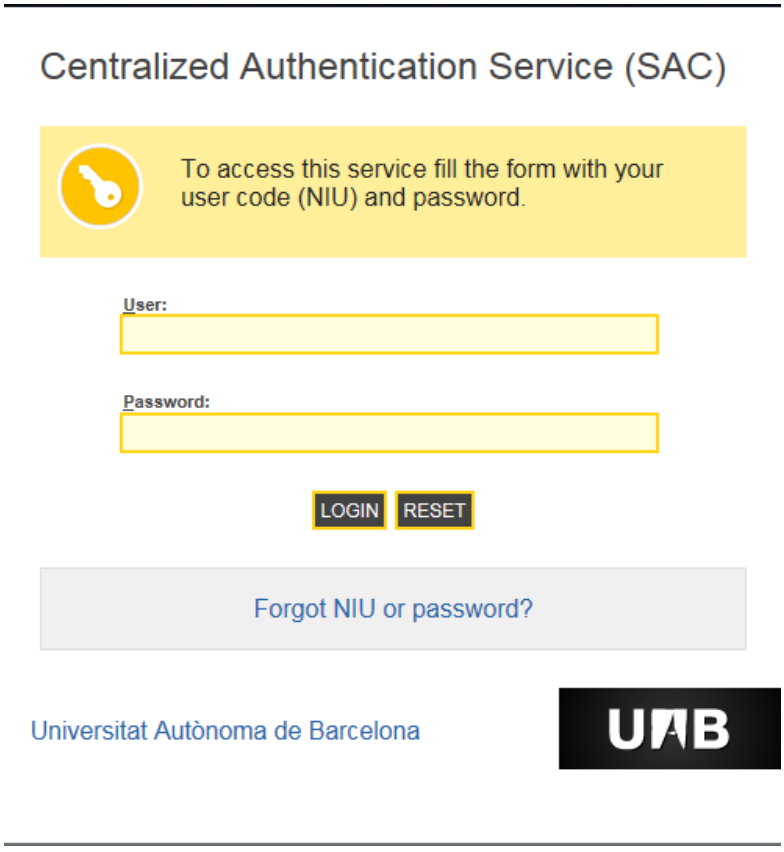


In order to use the service you have to register. The identification procedure varies if you are a UAB user or an external user:

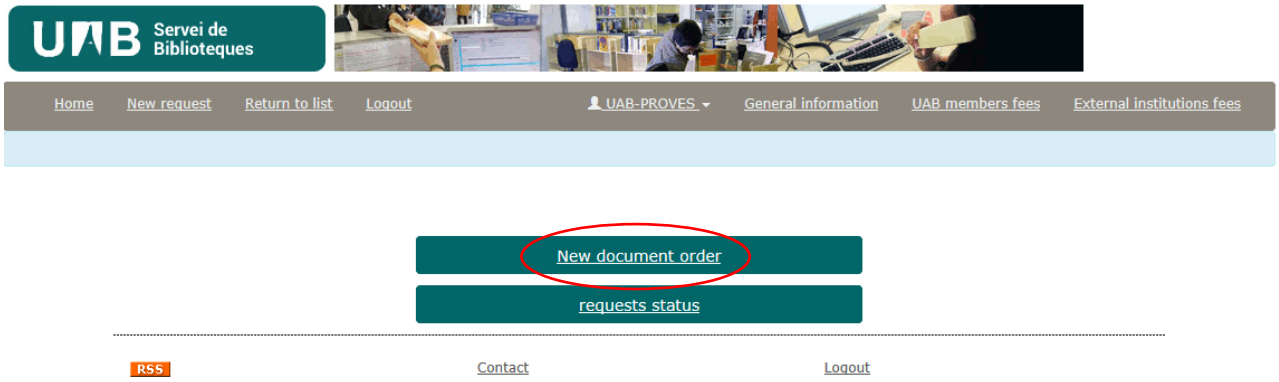
Guide > Interlibrary Loan (ILL) user portal



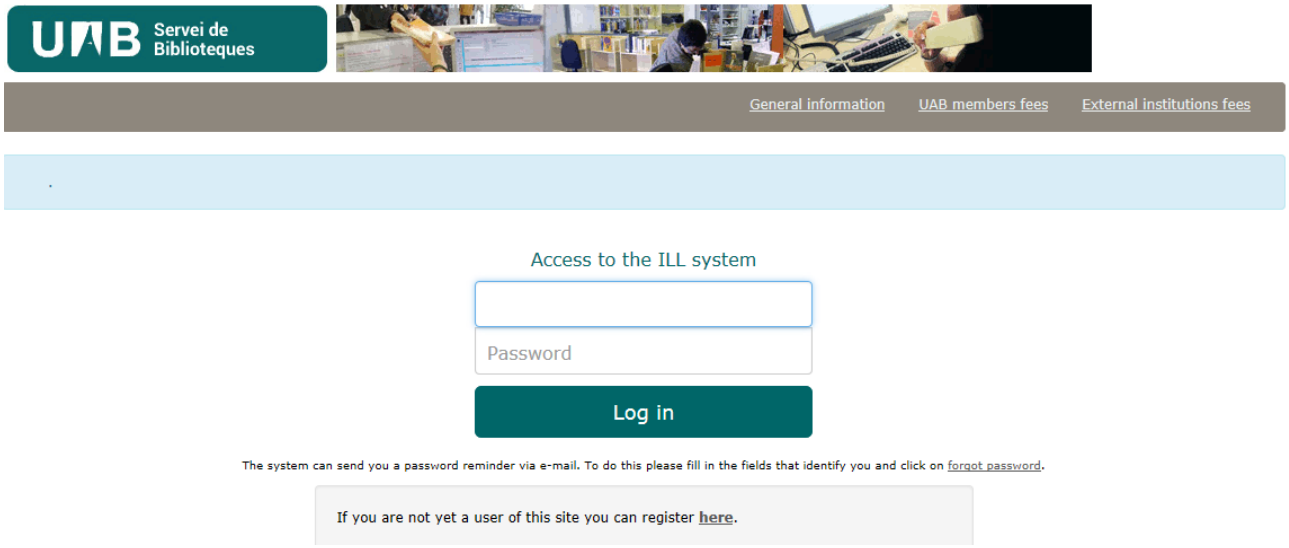
UAB members access the service with their NIU and password. Within 24 working hours (except during UAB Christmas, Easter and summer vacations), they will get an acknowledgment e-mail message.



From this moment on, their user account is active and can be used.



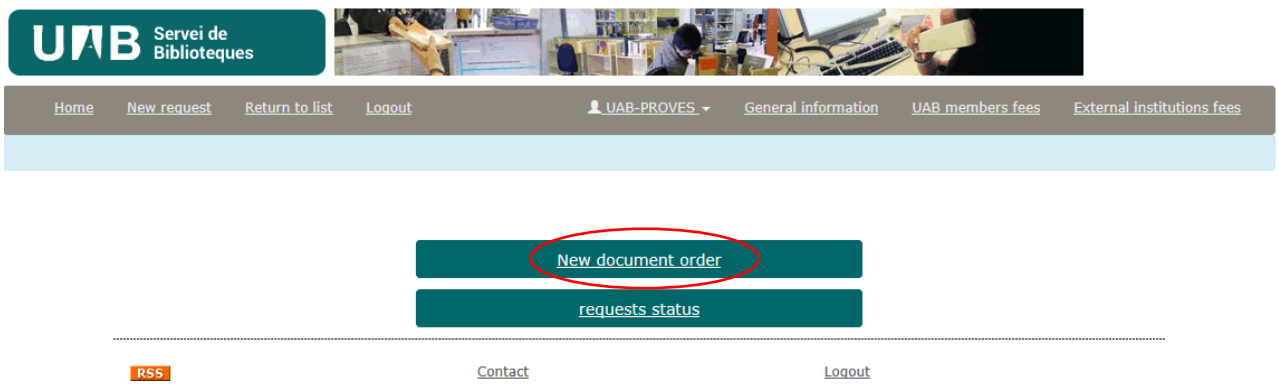
External users access the service with their user code and password, provided by the Interlibrary Loan Service. If the institution has never used the Interlibrary Loan Service it needs to register to obtain its user code and password.



Within 24 working hours (except during UAB Christmas, Easter and summer vacations) they will get an acknowledgment e-mail message. From then on, the user account can be used to request documents, download documents on the server, check status of requests, make enquiries or cancel requests. Personal data can also be modified.

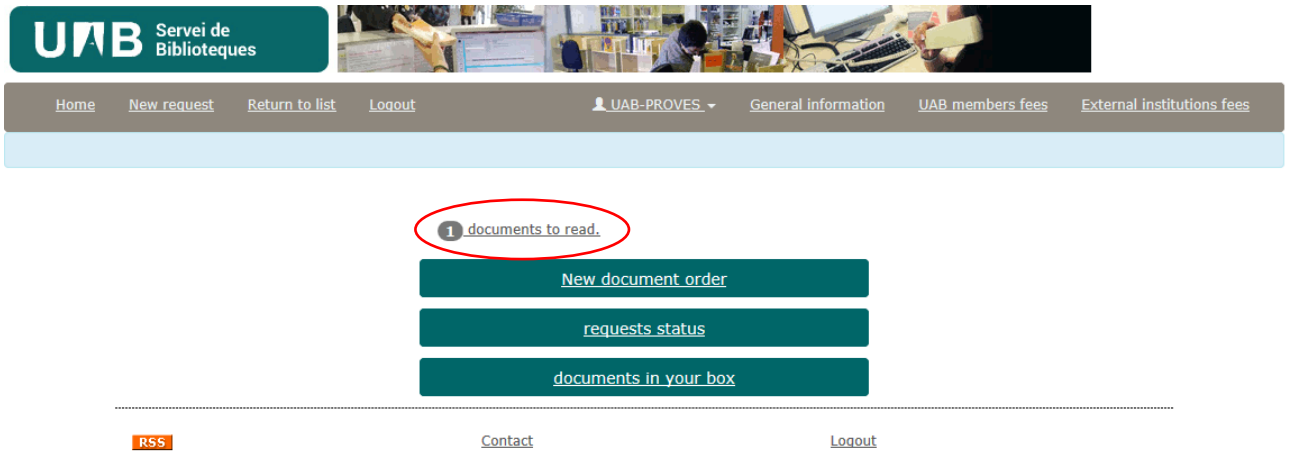
1. Request documents

By clicking the New document order tab you will access the interlibrary loan request form

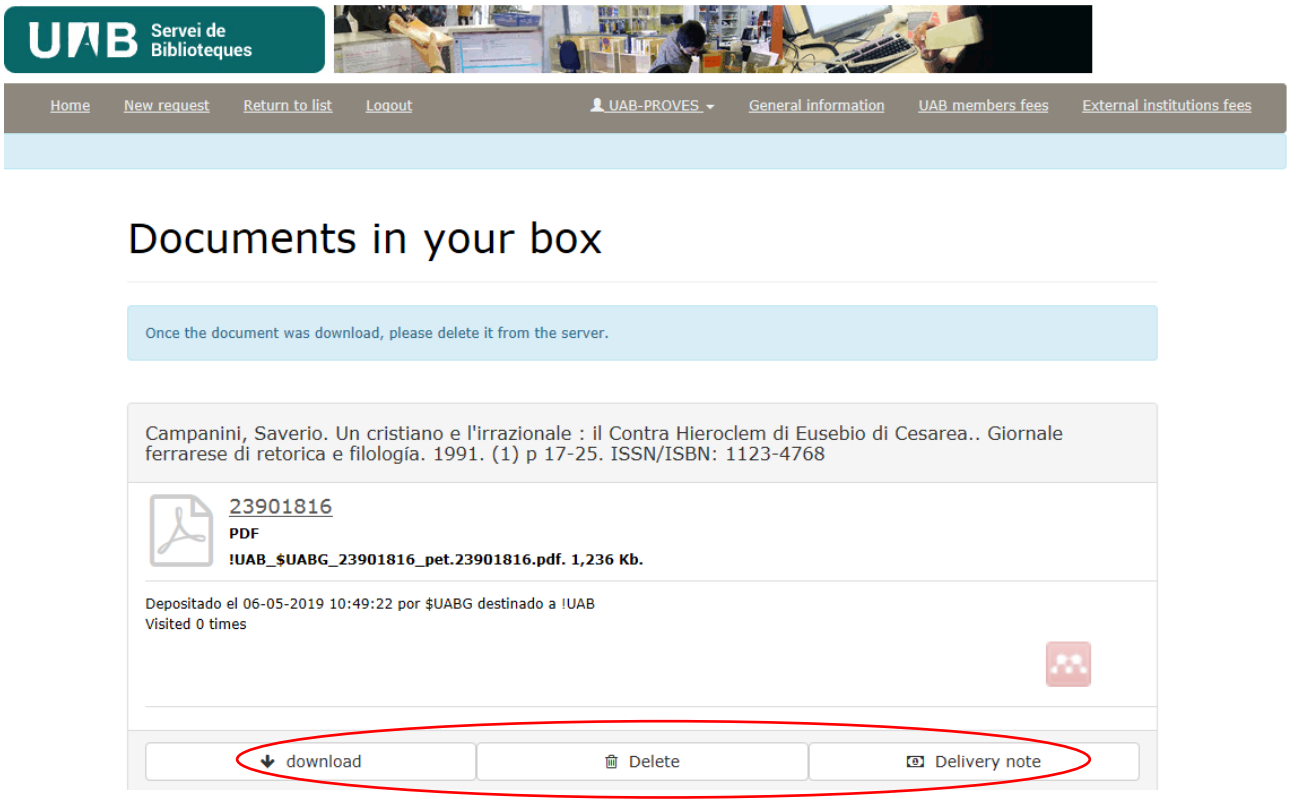


2. Picking up the documents

For electronic documents, the system sends the user an e-mail message that contains a link leading to the user main screen where there is a warning with the documents pending to be downloaded.



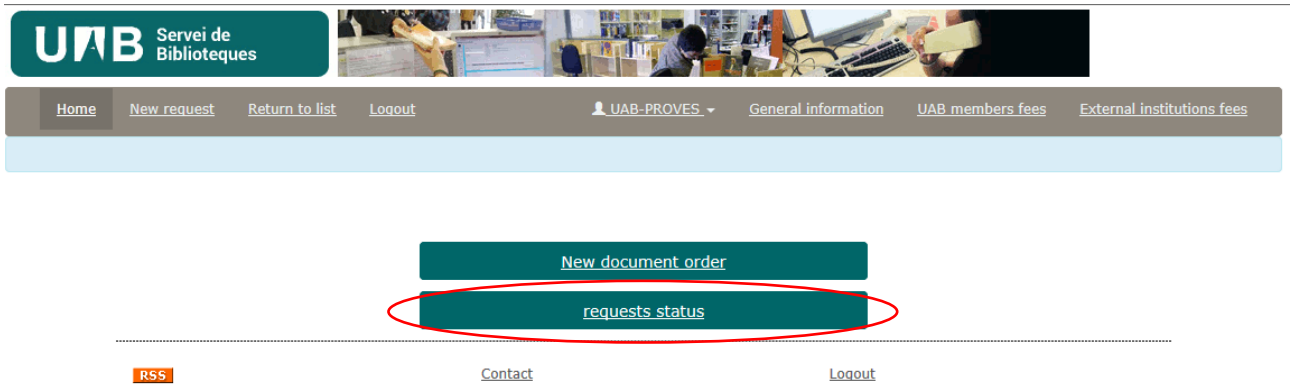
Pending documents can be downloaded or deleted and invoices can be created.

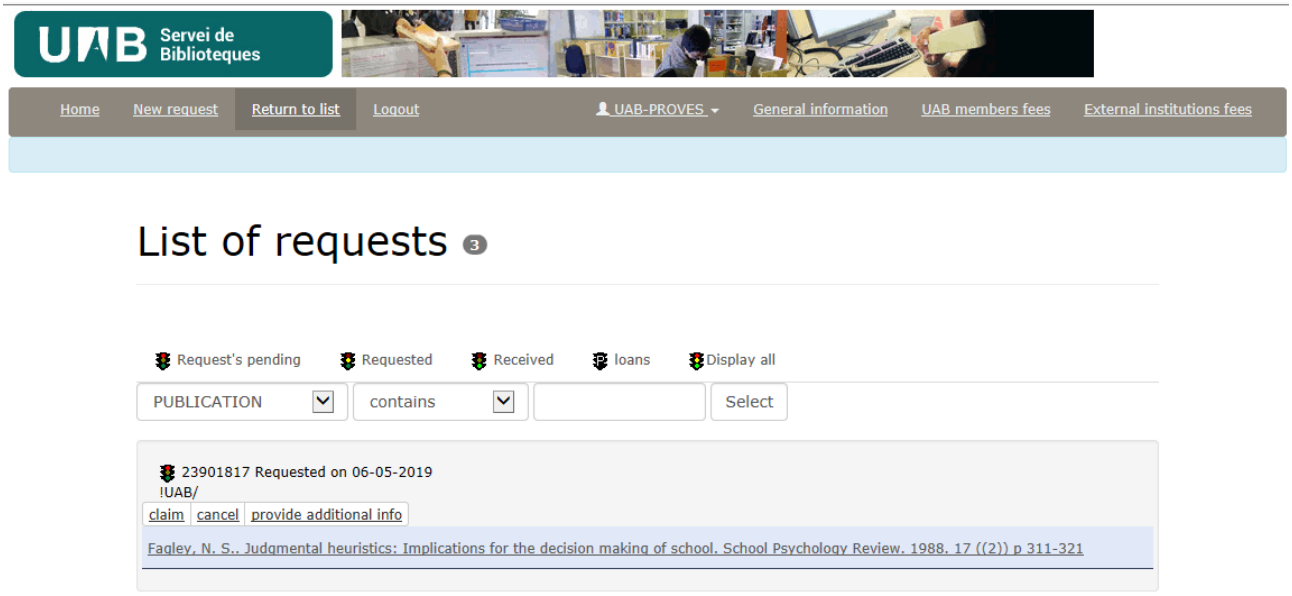


Once the document is downloaded, it must be deleted.

3. Check, claim and cancel requests

You can check the status of your requests by clicking requests status.

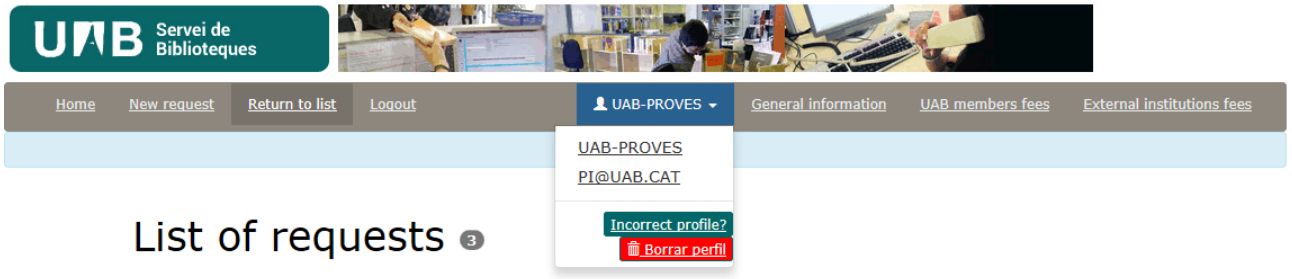




It is possible to claim or cancel requests that have not yet been processed or when the provider has not given an answer. Requests and claimed are sent to the Interlibrary Loan Service. You can also check your documents pending to be returned and if your documents are overdue.

4. Modify personal data

Clicking the tab Incorrect profile? leads to a form where data may be modified and the petition to modify data sent to the Interlibrary Loan Service.



Digital version:ddd.uab.cat/record/59880

UAB Servei de Biblioteques
www.uab.cat/biblioteques
CC BY
PREGUNT@
SERVEI D'INFORMACIÓ DE LES BIBLIOTEQUES - UAB