

Online Request

Note:

Requests are accepted for items with the following status:

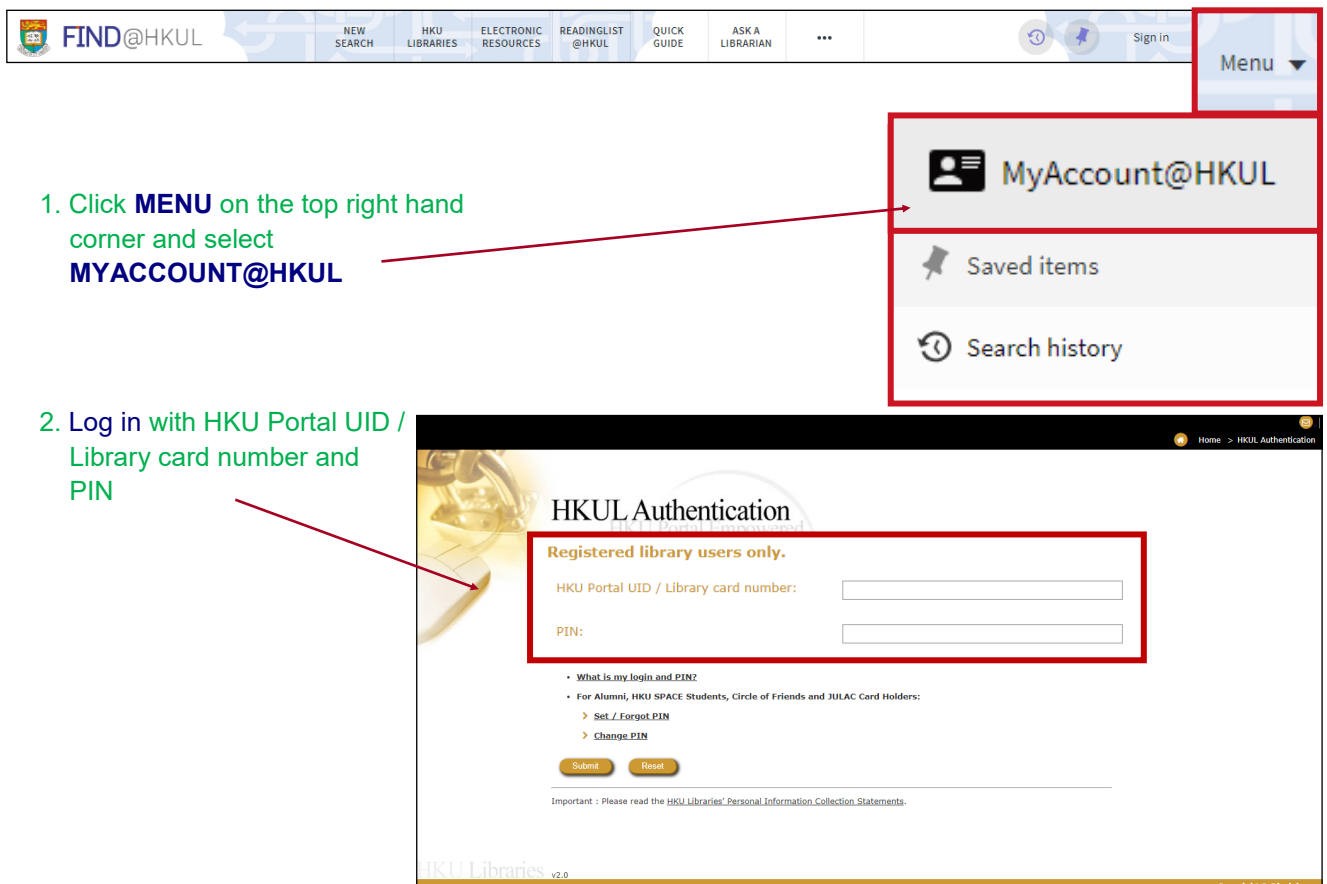
- *DUE dd-mm-yy* (Checked out by another patron or other UGC-funded libraries)
- *On Holdshelf* (Held for another patron)

Requests are rejected for items under the following conditions:

- An item is not requestable (e.g. 3-hours loan period)
- An item with the status "Available"
- An item is located at owning library
- The borrower whose borrowing privilege has been suspended or terminated
- Borrower's account has outstanding charges that exceeds the prescribed limit
- Borrower's account has overdue recalled item or more than 5 long overdue items

A. How to request books online?

1 Sign In



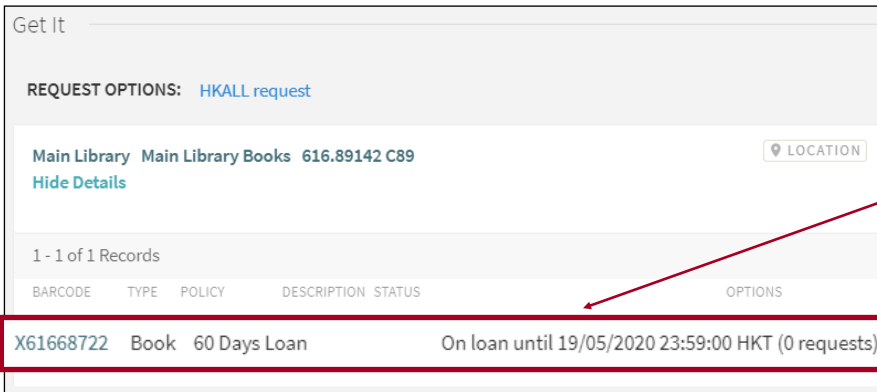
The screenshot shows the HKUL website interface. At the top, there is a navigation bar with links for 'NEW SEARCH', 'HKU LIBRARIES', 'ELECTRONIC RESOURCES', 'READINGLIST @HKUL', 'QUICK GUIDE', and 'ASK A LIBRARIAN'. On the right side of the navigation bar, there is a 'Sign in' link and a 'Menu' dropdown. The 'Menu' dropdown is open, showing options for 'MyAccount@HKUL', 'Saved items', and 'Search history'. A red arrow points from the text '1. Click MENU on the top right hand corner and select MYACCOUNT@HKUL' to the 'MyAccount@HKUL' option in the menu. Below the menu, there is a section for 'HKUL Authentication'. This section is titled 'Registered library users only.' and contains two input fields: 'HKU Portal UID / Library card number:' and 'PIN:'. A red arrow points from the text '2. Log in with HKU Portal UID / Library card number and PIN' to the 'HKU Portal UID / Library card number:' input field. Below the input fields, there are links for 'What is my login and PIN?', 'For Alumni, HKU SPACE Students, Circle of Friends and JULAC Card Holders:', 'Set / Forgot PIN', and 'Change PIN'. At the bottom of the authentication form, there are 'Submit' and 'Reset' buttons. At the very bottom of the page, there is a footer with 'HKU Libraries v2.0' and 'Copyright & Disclaimer'.

2

Locate the desired item in **FIND@HKUL**



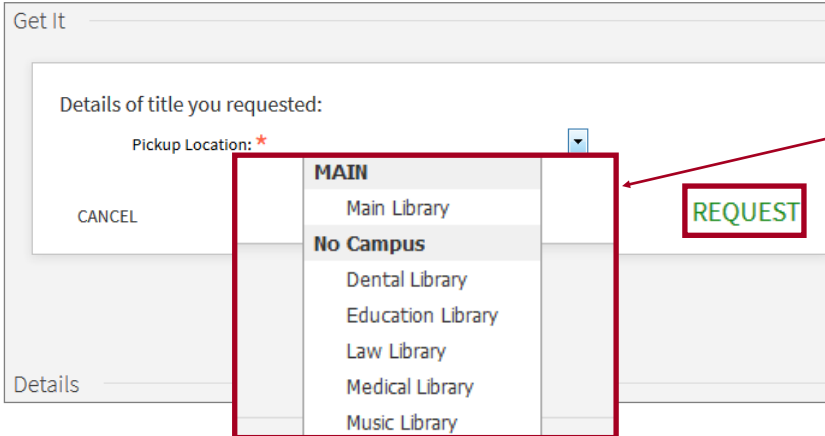
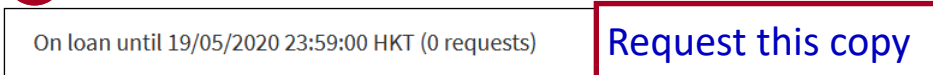
1. Search for the item, e.g. using title search



2. In the book record, check if there is any copy being **on loan** or placed on **holdshelf**

3

Request items



1. Click **Request this copy**

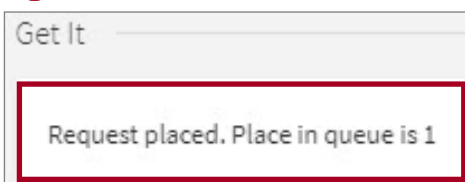
2. Select your desired **pickup location** from the dropdown menu

(Note: You can only select the location for collecting items with loan periods of more than 14 days)

3. Submit your **REQUEST**

4

Request confirmed



A confirmation message will be displayed

5

Pick up the requested item

Once the item is available for pickup, the Libraries will send the requester an email notification. The item will then be placed on holdshelf for collection.

B. How to request bound journals or for a particular article from storage?

Example: Title: Light propagation in graded-index optical fibers

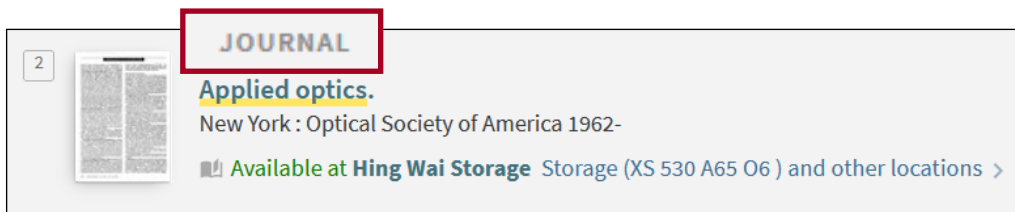
Source: Applied optics [0003-6935] Feit, M D yr:1978 vol: 17 iss:24 pg:3990-3998

1 Sign in with your HKU Portal ULD / Library card number and PIN

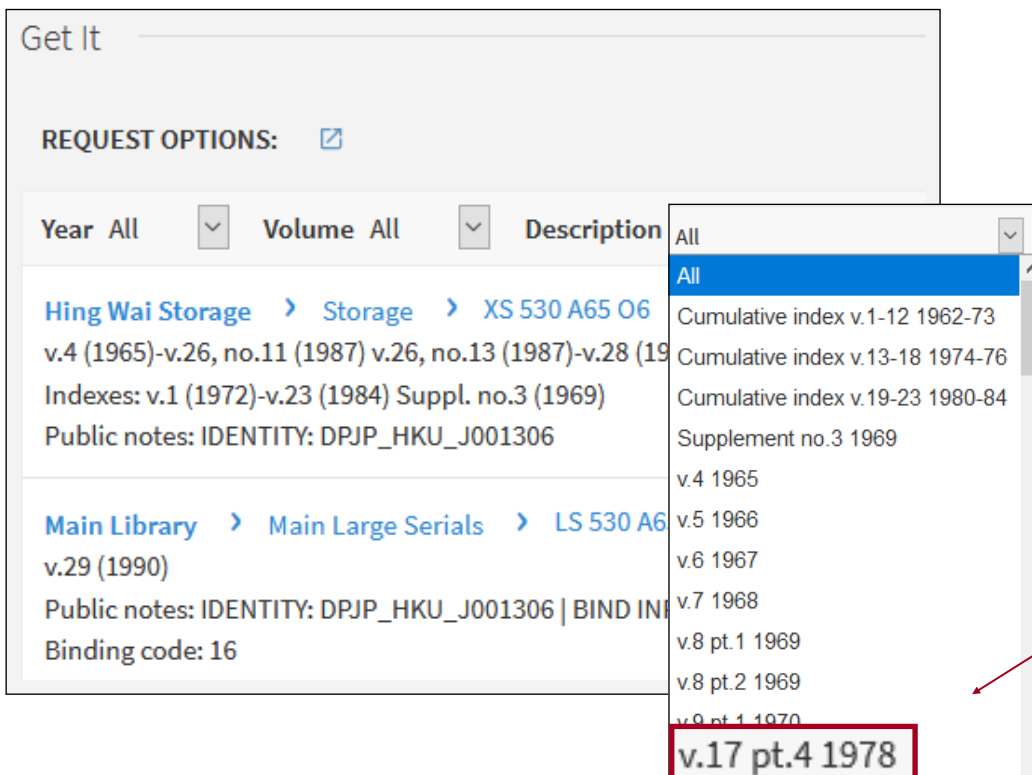
2 Locate the desired journal title in **FIND@HKUL**



1. Search for the item, e.g. using title search



2. Select **JOURNAL** from results



3. Select desired volume from **Description**

3 Request bound Journals or a particular article

REQUEST OPTIONS: [🔗](#)

Year All ▾ Volume All ▾ Description v.17 pt.4 1978 ▾

Hing Wai Storage > Storage > XS 530 A65 O6

v.4 (1965)-v.26, no.11 (1987) v.26, no.13 (1987)-v.28 (1989) Indexes: v.1 (1972)-v.23 (1984) Suppl. no.3 (1969) Public notes: IDENTITY: DPJP_HKU_J001306

1. Click the **call number** for **REQUEST OPTIONS**

REQUEST OPTIONS: [🔗](#)

Year All ▾ Volume All ▾ Description v.17 pt.4 1978 ▾

Hing Wai Storage Storage XS 530 A65 O6
[Show Details](#)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
X18013795	Bound Issue	Library Use Only	v.17 pt.4 1978 Stack no.:10094765	Available (0 requests)	Request this copy Article request

2. Click **Request this copy** for the whole issue or **Article request** for a particular article

3a. Select **pickup location** from the dropdown menu for whole issue

Details of title you requested:
Description: v.17 pt.4 1978

Pickup Location: * ▾

- Dental Library
- Education Library
- Law Library
- Main Library
- Medical Library
- Music Library

CANCEL **REQUEST**

3b. Type **Inclusive Pages** and select date **Not Needed After** for Article request

Details of title you requested:
Description: v.17 pt.4 1978

Inclusive Pages: 3990-3998

Not Needed After: 15/09/2017 ✕

CANCEL **REQUEST**

4. Submit your **REQUEST**

4 Request confirmed

Get It

Request placed. Place in queue is 0

The screen will show **Request placed. Place in queue is 0**. The status could be **HOLD. In Process** or **PHOTOCOPY. In Process**:

HOLD. In Process - Whole issue will be delivered to Main Library or a selected Branch Library

Applied optics. (v.17 pt.4 1978)	HOLD. In Process Pick up: Main Library
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PHOTOCOPY. In Process - Article will be scanned and delivered via email

¹ Applied optics. (vol:17 iss:24)	PHOTOCOPY. In Process Pick up: Digitization Department For Institution
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5 Delivery time

	Physical item	Article
Filled on the same day	Submitted Before 8:30am	Submitted Before 2:00pm
Filled on the following working day	Submitted After 8:30am	Submitted After 2:00pm
Delivery methods	An email notification will be sent to users when the requested item is ready for pick-up.	Delivered electronically via email