

Guide to placing requests for electronic delivery of a journal article or book chapter scan from the Library Annexe.

In DiscoverEd, the University's Library Discovery Service, if you identify that the item from which you require a chapter/article is stored at the Library Annexe, you are able to request electronic delivery of a scanned copy of this using the ILLiad system.

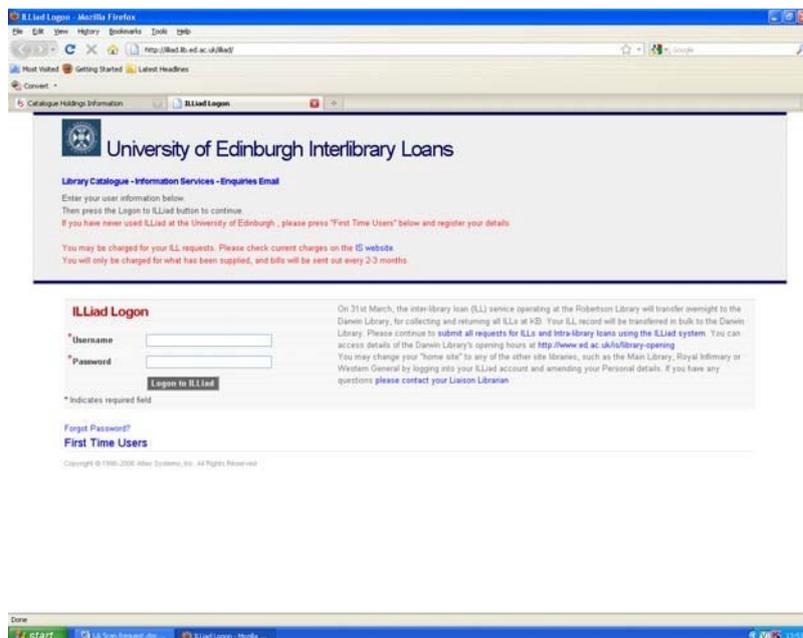


1. The item record in DiscoverEd will link to the ILLiad logon page, which is an Interlibrary Loans service, or you can go directly to:

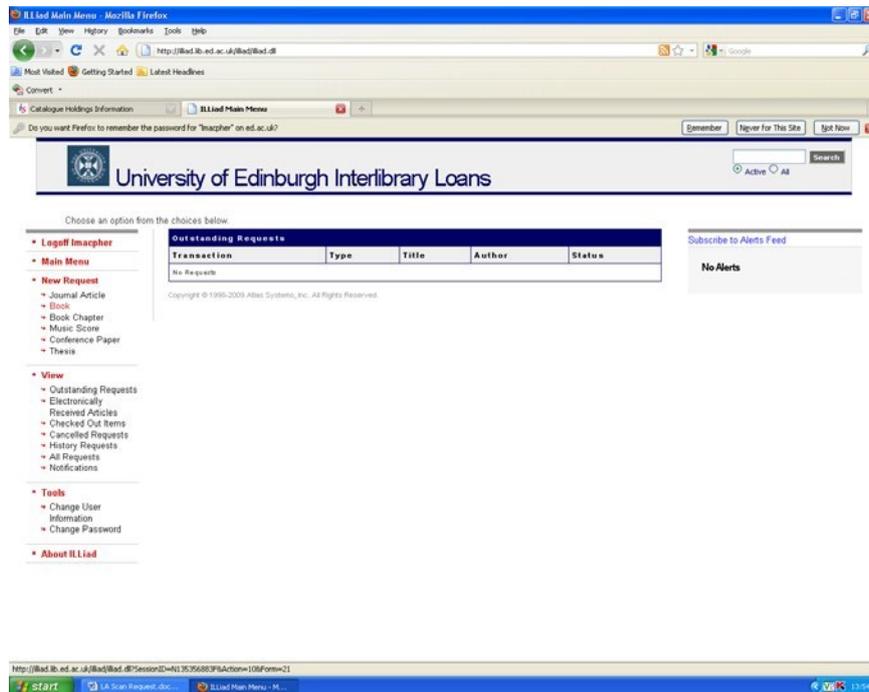
<http://illiad.lib.ed.ac.uk/illiad/>

2. At the ILLiad login screen, you should enter your login details.

Note: If you have not used this service before, you will need to register. This is free and you only need to register once.

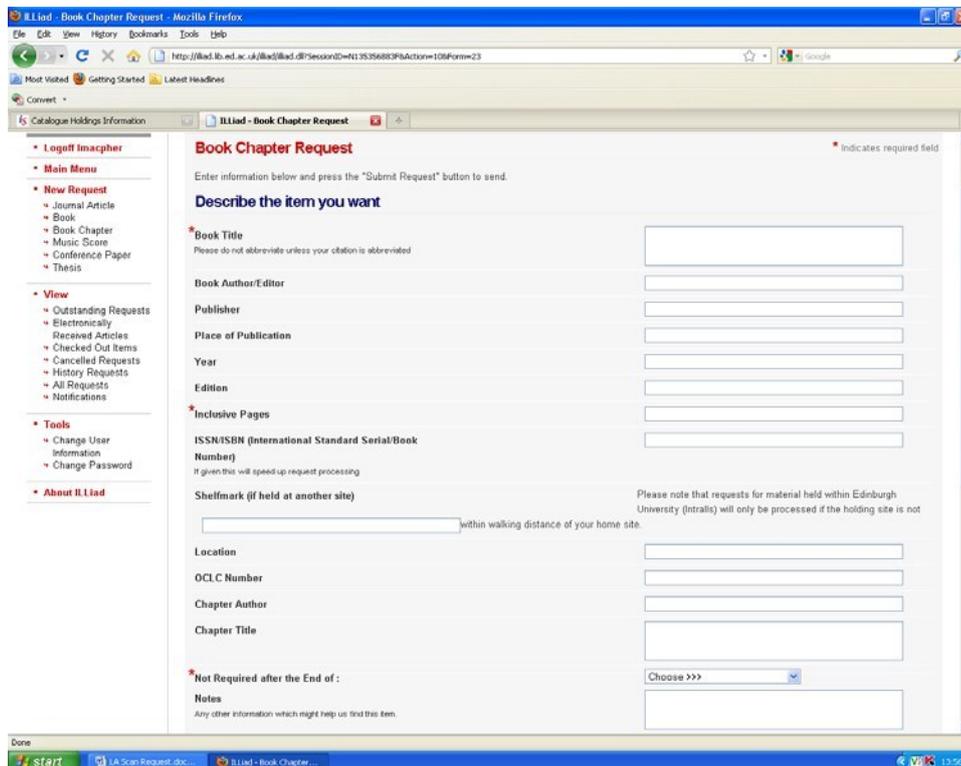


- You should then select the option of either a Journal Article or Book Chapter request from the 'New Request' menu on the left of the screen:

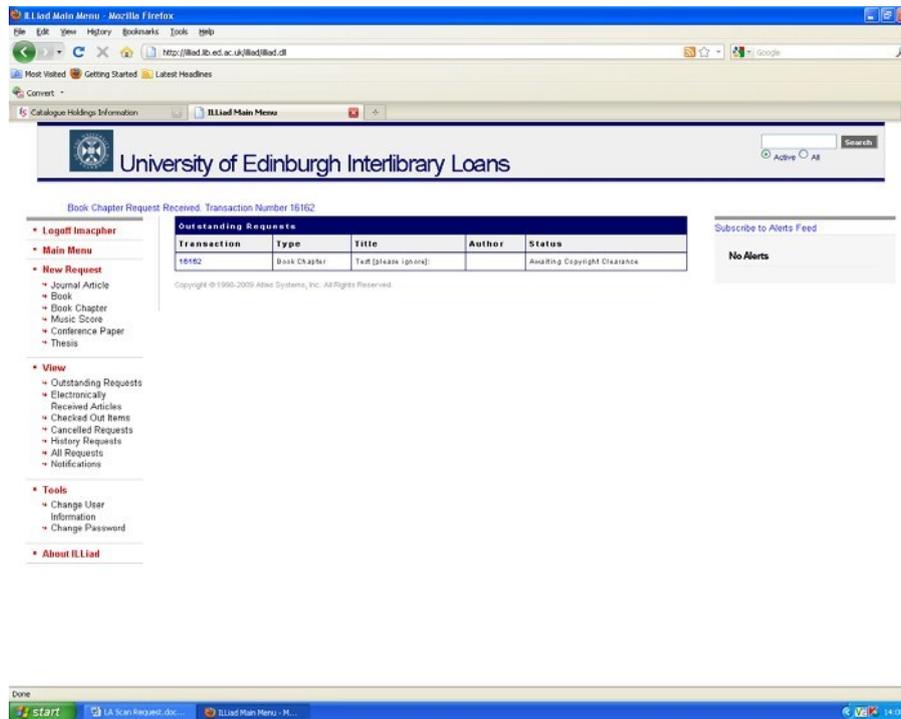


- When you have chosen the relevant option (in this example, book chapter request), you must enter full details of the pages and chapter as required.

You can jump between the catalogue record for the item you are interested in and the request details page if you are using tabs in your browser.



- Once you have entered all the appropriate details, hit 'Submit Request'. You will be taken to a screen showing you the status of your request:



- The Library Annexe team will now find the item you require, scan the necessary pages, and deliver them electronically through your ILLiad account. You will receive an email notifying you of when the scans are available, but you can also track the progress of your request on the 'Outstanding Requests' page (available on the left hand menu).

- When the scan has been delivered to your account, you can access it on the 'Electronically Received Articles' page. It will remain available for 30 days.

