

## Article/ Book Request System Guide

The login page for submitting your own requests is at:

<https://cliowebhost.co.uk/patron/hampshire/> and with your Library card number and password you can login and then make requests.

→ This is the first screen you will see when you follow the link:

# HHLS

## Article/ Book Request Login

Log In

Library Card Number

Password:

**Log In**

[Create a new account](#)

[Forgot Your Password?](#)

→ Choose **Create a new account** as shown below:

# HHLS

## Create a New Account

Please fill in the information for your new account. You may create new requests right away, but they may be slightly delayed while we verify your eligibility.

Check For Existing Account

Library Card Number

→ Enter your Library card number and click check for existing account. You may already have an account if the Library has previously obtained items for you.

If there is an existing account (i.e. the Library card number is recognised) you can get a new password sent to your email address as below.

## Create a New Account

Please fill in the information for your new account. You may create new requests right away, but they may be slightly delayed while we verify your eligibility.

Check For Existing Account

Library Card Number

U9218

There is already a record for this ID, with an email address of library@hhft.nhs.uk. Would you like a new password sent to your email address?

Yes Please

Try Again

→ Please check your email account for the new password email.

If there is no existing account you should fill in the resulting form and click create account as below.

## Create a New Account

Please fill in the information for your new account. You may create new requests right away, but they may be slightly delayed while we verify your eligibility.

***First Name	<input type="text"/>	Library Card Number	<input type="text"/>
***Last Name	<input type="text"/>	u777	
***Email Address	<input type="text"/>	Password	<input type="text"/> ***
Employer	Hampshire Hospitals Foundation Trust	Confirm Password	<input type="text"/> ***
Address Line 1	<input type="text"/>		
Address Line 2	<input type="text"/>		
Postal Code	<input type="text"/>		
Phone Number	<input type="text"/>		
Branch	Basingstoke		
<input type="button" value="Create Account"/>			

- \*\*\* Password is required
- \*\*\* Password is required
- First Name is required
- Last Name is required
- Email Address is required

→ You can now login using your Library card number and the password you have just chosen.

Once you are logged in you can create and submit requests; you will see this screen:

## Welcome to HHLS Article/ Book Request System

Welcome, U9218

You have entered our new Document Delivery website. From here you can create requests and track their progress. Choose Copy Request for articles and Loan Request for books. Use the Contact ILL Staff tab if you have questions.

➔ Click on **new loan request** for books and **new copy request** for journal articles; both forms are straightforward to complete. Please provide as much information as possible; the minimum requirement is shown by the red asterisks.

Examples of the two request forms are shown overleaf.

When the completed request form is submitted the following message will be displayed:

**Thank you for your entry. The request has been sent to the Library Staff.**

You can then click new loan request or new copy request for further requests.

## New Request Form - Book

Please enter the Book Request Information

Your Details U9218 Library User

Email Address: library@hhft.nhs.uk

Employer: HHFT

Branch: H18

\*\*\*Title

\*\*\*Author

Publication Date

Edition

Publisher

ISBN

Notes

Branch

[Submit New Request](#)

## New Request Form - Article

Please enter the Article Request Information

*Copyright declaration: I declare that: a) I have not previously been supplied with a copy of the same material by you or any other librarian; b) I will not use the copy except for research for a non-commercial purpose or private study and will not supply a copy of it to any other person; and c) to the best of my knowledge, no other person with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same material for substantially the same purpose.*

Your Details U9218 Library User

Email Address: library@hhft.nhs.uk

Employer: HHFT

Branch: H18

\*\*\*Copyright Acceptance Box

\*\*\*Journal Name

\*\*\*Article Title

Article Author

Volume

Issue

Pages

Date

Notes

Branch

[Submit New Request](#)