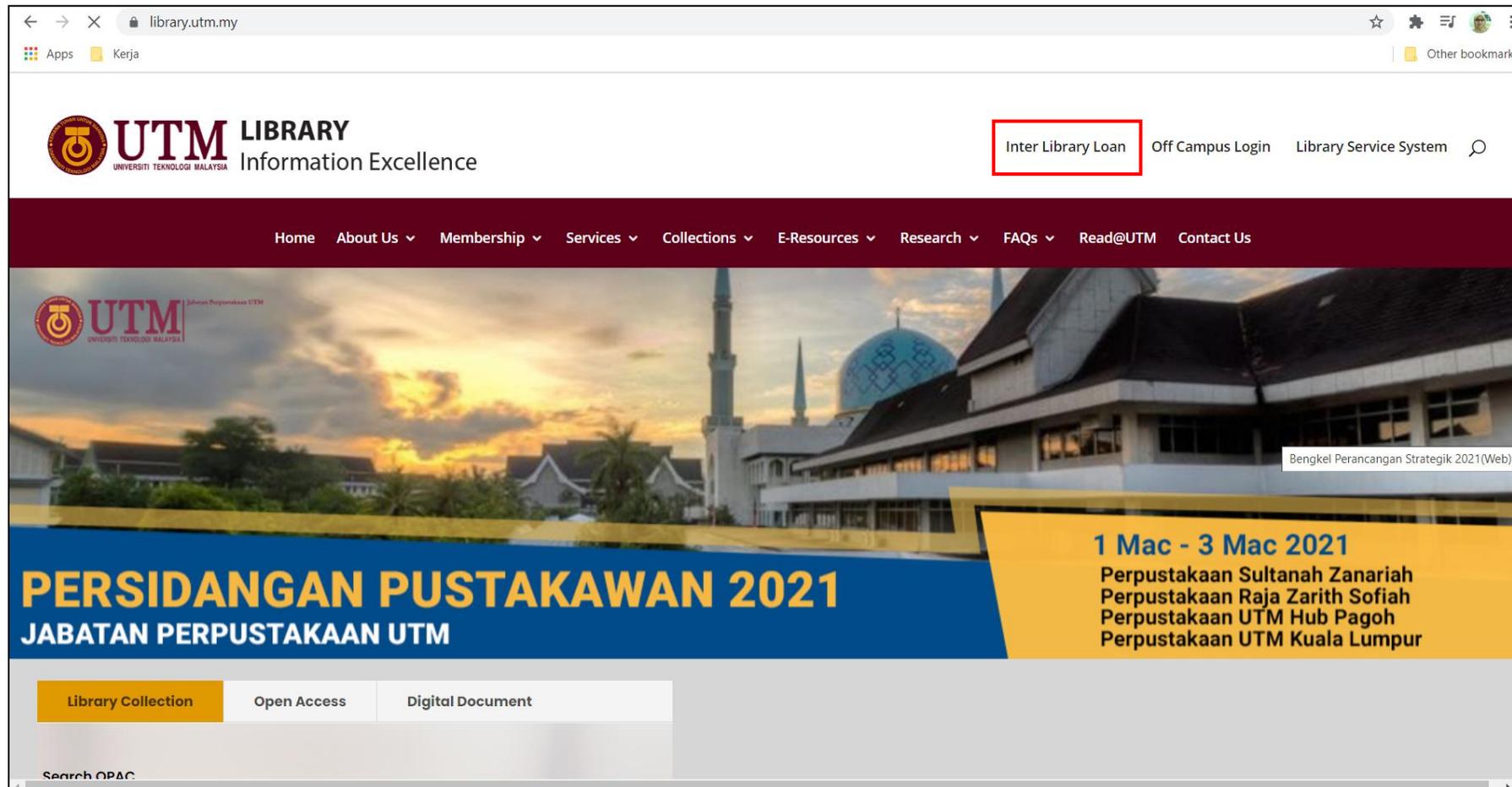


## HOW TO CHECK YOUR ILL APPLICATION STATUS

- 1) Visit UTM Library website (**library.utm.my**)
- 2) Click **Interlibrary Loan** (at the top right corner)



3) At interlibrary loan information page, **Click Here To Apply**

4) For guidelines , click on **User Guide** button

library.utm.my/interlibrary-loan/

Apps Kerja

Other bookmarks

Home About Us Membership Services Collections E-Resources Research FAQs Read@UTM Contact Us

# INTERLIBRARY LOAN



## WHAT IS INTERLIBRARY LOAN?

Interlibrary Interlibrary loan (ILL) assists scholarly research by obtaining library materials unavailable in UTM Library. This service is eligible to all UTM staff and students. ILL locates needed materials by borrowing books or obtaining photocopied materials on behalf of UTM Library patron from other libraries/institutions inside or outside the country.

Requests are restricted to materials required for teaching or research purposes The loan period for interlibrary loans is determined by the lending library and the material should be returned before the due date. Loans policies are dependent on the terms and conditions set by the lending libraries.A replacement fee (to be determined by the lending library) will be charged to the requestors for damage or loss books.

[Click Here To Apply](#)

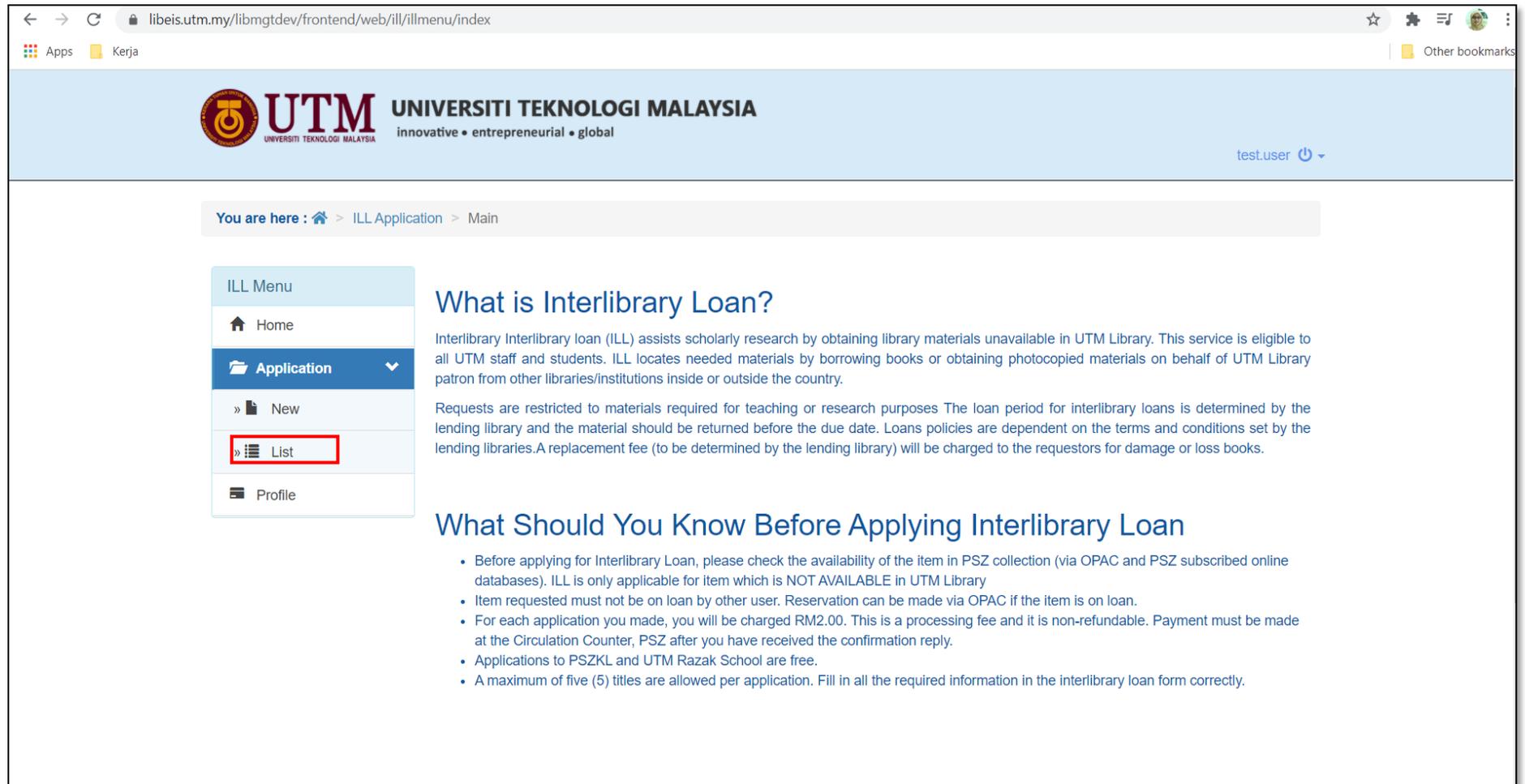
[User Guide](#)

Send message

5) Login with your **UTMID**

The screenshot shows a web browser window with the URL `libeis.utm.my/libmgtdev/frontend/web/site/login`. The browser's address bar includes navigation icons and a search icon. Below the address bar, there are links for 'Apps' and 'Kerja', and a section for 'Other bookmarks'. The main content area features the UTM logo and the text 'UNIVERSITI TEKNOLOGI MALAYSIA' with the tagline 'innovative • entrepreneurial • global'. A login form is present with a username field containing 'test.user', a password field with masked characters, and a blue 'Login' button. The background of the page is a large image of a modern library interior with a large window overlooking a green landscape. The text 'UTM Library Management System' is overlaid on the window in a white, stylized font. At the bottom left, there is a copyright notice: '© UTMLIB-MGT 2020 [Prototype]'.

6) On **Application** tab, click **List**



The screenshot shows a web browser window with the URL `libeis.utm.my/libmgtdev/frontend/web/ill/illmenu/index`. The page header features the UTM logo and the text "UNIVERSITI TEKNOLOGI MALAYSIA innovative • entrepreneurial • global". A user profile "test.user" is visible in the top right. A breadcrumb trail indicates the current location: "You are here : Home > ILL Application > Main".

On the left, an "ILL Menu" sidebar is displayed with the following items:

- Home
- Application** (selected)
- New
- List** (highlighted with a red box)
- Profile

The main content area contains two sections:

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### What Should You Know Before Applying Interlibrary Loan

- Before applying for Interlibrary Loan, please check the availability of the item in PSZ collection (via OPAC and PSZ subscribed online databases). ILL is only applicable for item which is NOT AVAILABLE in UTM Library
- Item requested must not be on loan by other user. Reservation can be made via OPAC if the item is on loan.
- For each application you made, you will be charged RM2.00. This is a processing fee and it is non-refundable. Payment must be made at the Circulation Counter, PSZ after you have received the confirmation reply.
- Applications to PSZKL and UTM Razak School are free.
- A maximum of five (5) titles are allowed per application. Fill in all the required information in the interlibrary loan form correctly.

7) Search your requested **title** from the list. Then click **View** icon

The screenshot shows a web browser window displaying the ILL Application List page. The browser address bar shows the URL: [libeis.utm.my/libmgtdev/frontend/web/ill/illpermohonan](https://libeis.utm.my/libmgtdev/frontend/web/ill/illpermohonan). The page header includes the UTM logo and the text "UNIVERSITI TEKNOLOGI MALAYSIA innovative • entrepreneurial • global". The user is logged in as "test.user".

The breadcrumb trail indicates the current location: "You are here : Home > ILL Application > Application List".

The left sidebar contains the "ILL Menu" with options: Home, Application (selected), New, List, and Profile.

The main content area displays the "ILL Application List" with a search icon and a status of "Showing 1-13 of 13 items." The table below lists the applications:

#	Date Request ↓	Type	Title	Status	
1	25-02-2021	📖	Fundamental mechanics of fluids	✓	👁️ <b>View</b>
2	24-02-2021	📖	Jalan-jalan cari makan	✓	👁️
3	11-02-2021	📖	Perancangan Strategik Sekolah	✓	👁️
4	11-02-2021	📄	Optical Constants : Supplement to Volume III/47	📖	👁️
5	10-02-2021	📄	Residential Choice from a Lifestyle Perspective	✓	👁️
6	10-02-2021	📖	100 hari merinduimu	✓	👁️
7	10-02-2021	📄	Covid-19 vaccine : Phase 3	!	👁️
8	31-01-2021	📖	Pendakian 7 Benua	✎	👁️

The URL at the bottom of the browser window is: <https://libeis.utm.my/libmgtdev/frontend/web/ill/illpermohonan/view?id=15>

8) Click **Track and Trace** tab to see the ILL status

The screenshot shows a web browser window with the URL `libeis.utm.my/libmgtdev/frontend/web/ill/illpermohonan/view?id=15`. The page header features the UTM logo and the text "UNIVERSITI TEKNOLOGI MALAYSIA innovative • entrepreneurial • global". The user is logged in as "test.user".

The breadcrumb trail is: **You are here** : Home > ILL Application > Application List > View : Fundamental mechanics of fluids

The ILL Menu on the left includes: Home, Application, and Profile.

The "Track and Trace" tab is selected, showing a table with 5 items. A red arrow points to the "Track and Trace" tab in the navigation menu.

#	Date ↓↑	Status	Notes
1	2021-02-25 14:16:55	✓	Successful
2	2021-02-25 14:16:25	👤-	Material returned by user
3	2021-02-25 14:16:13	👤+	Send material to user
4	2021-02-25 14:15:59	⏪	Receive material from other University/Organization
5	2021-02-25 14:15:19	⏩	Send request to other University/Organization Universiti Malaya

The status bar at the bottom of the table indicates "Showing 1-5 of 5 items."

*Thank You*