

Librarian User Manual

2021

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Abstract

This manual is expressly dedicated to the librarians whose libraries adopt the NILDE software.



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Author of conversion to $I\!\!A T_{\!E\!} X :$ Gabriela Carrara

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1 What's NILDE?

NILDE (Network for Inter-Library Document Exchange) is a web-based software for inter-library document delivery. Over time, a network of libraries has formed (NILDE Community) willing to share their bibliographic resources in a spirit of collaboration, in order to provide their users with a quality document retrieval service using NILDE software.

Within the NILDE community, libraries exchange documents almost always free of charge, in compliance with copyright law and licensing agreements with publishers.

To date, the NILDE Network includes about 900 libraries belonging to different countries, institutions and disciplines, with almost 70,000 users, including researchers, teachers, students, professionals and ordinary citizens.

The flagship website for the NILDE community of libraries and users is: https://nildeworld.bo.cnr.it/

2 LIBRARY REGISTRATION

The library registration, necessary for librarians to manage the document delivery service, begins by clicking on **Register your Library** to NILDE.

The registration procedure consists of **six steps**:

1. Select a username (at least 5 characters) and a password (at least 8 characters);

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Library registration	
Choose username and password Username The username multiple at latest distances Password:	0 -0-0-0-0
Confirm passwort.	
al W.C.K.Work Jahoringtona Abort as Lawrence Lagd notice	

Figure 1: Registration: credentials selection.

2. provide information about the library;

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library registration	Username: biblio1	
nter library data	Password: ••••••	
lease, enter data with accuracy and attention to enable NILDE to operate efficiently.		
Library:		
Central Library		
Enter the full name of the library. Eg.: Mathematics Library		
Address: piazza Pugliatti 1		
Zip Code: 98121 • City: Messina •		
Discipline: multi-disciplinary 3 •		
Nationality: Italia 🖸 • Province: - 😨 •		
Institution Type:		
University S		
Select the type of your affiliation institution		
Institution:		
· ·		
Selezionare il nome dell'Ente di appartenenza		
Project:		
BESS - Biblioteca Eletronica Scienze Sociali ed Economiche del Piemonte ESSPER Eletronica della Galda - Danatte Dibligana		
Check off any joined projects		
VAT Number :		
You must enter at least one figure, VAT and Tax Code		
National Insurance Number:		
Phone: -		
Fax:		

Figure 2: Registration: library data.

3. import national catalogs codes (ACNP, SBN, REBIUN). You should also select the participation in MAI and provide your opac address;

Jiary registration	Username: biblio1
er your catalog data	Library: Central Library Discipline: multi-disciplinary
se, enter data with accuracy and attention to enable NILDE to operate efficiently.	Institution: Università di MESSINA
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ACNP Code: •	VAT Number: National Insurance Number: C 090-076
SBN CCUISBN code:	Web site: <u>http://www.unime.8</u>
REBILIN Andre	
required folds	

Figure 3: Registration: catalogs codes.

4. Provide information about the service offered by the library: supplement details about the responsible of ILL service, any cost per article due by the users, any cost per article due by the libraries at the end of the year in the event of a large difference in the number of delivered and received articles, the imbalance threshold that is the maximum difference in the number of provided and received articles, beyond which a refund will be asked (please see *NILDE Regulation* for additional details);

♠ ► Registration ► Library	1-2-3-4 -5-6	
Library registration	Usemame: biblio1	
Enter data on your service	Password:	
Constitution and all labor and and also problem of the advanta	Library: Central Library	
Specity the service modalities and and give particulars of its reference.	Institution: Università di MESSINA	
Inter-library Loan Service (ILL)		
Responsible for the ILL service:	Address: piazza Pugliatti 1	
III service e-mail address:	Zip Code: 98121	
	Nationality: Jalia	
ILL service telephone: - ·	Province: ME	
Modes of service to my customers	VAT Number :	
ILL cost for Users: 0.00	National Insurance Number:	
	€ 090-676	
Modes of service to the NILDE libraries	Web site: http://www.unime.k	
ILL cost for NILDE libraries: 0.00 Imbalance threshold: 0	Catalan	
Warning! Insert the ILL cost per articol and the imbalance threshold that will determine whether the enforceability of repayments at the endo of the year, pursuant	OPAC: antonello unime it	
to clause <u>1.1.d of NILDE Rules and Regulations</u> . The values of the "ILL cost for NILDE libraries" and "imbalance threshold" field added now will be valid for a year.	MAI: Yes	
Supply conditions		
??Privacy policy		
The intormative provided in accordance with the Code of Personal Data Protection read		
Ol agree Ol don't agree		
to the inclusion of the library in the list spread via network at the addresse https://nildeworld.bo.cnr.it/en/content/libraries as expected by NILIDE's rules and regulations		

Figure 4: Registration: DD service data.

5. Accept NILDE service conditions;



Figure 5: Registration: accepting service conditions.

6. Revise the summary of the included information, after creating the library account.

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\$	• ULVUZIII: Registrazione Uniti e accesso frantie Accesso initiati De oggi plante di NUM processo grante al conse antisponte d'uniti	ionale account - <mark>Lassi</mark>
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	Provincia #0	
	Partia Iva 12345678	
	Codice Fiscale: 1246670	
	 OS1 6398026 	
	* 051.60810	
	Sile Internet: <u>Ing. Relini to con P</u>	
	Cataloghi	
	OPAC:strib.bo.cm.H	
	Cod. ACNP: B0015	

Figure 6: Registration: full subscription data.

After registration, it is possible to login how shown in chapter 3 - Library Login. Subscription must be renewed every year how described in the following paragraph 2.1 - Annual renewal of registration/subscription.

2.1 Annual renewal of registration/subscription

Libraries must renew subscription to the service every year.

Renewal can be done through library account and should be done using the link that announces the opening of subscription time.

NILDE Next Intra Lawy Backets Entropy	Home MyNILDE User manual NILDE World About us Licenses
Welcome Biblioteca CNR Area della Ricerca di Bologna Warning Subscribe period ended Ramer your subactificon ront	Logal 🕳
	😭 Borrowing 💽 Lending 🚺 Reports 📑 History 📑 My users
+ New repost	

Figure 7: Renewal of registration/subscription.

During the subscription process, it is possible to modify the DD service rules saved in the system. The cost per article due by the libraries and the imbalance threshold can be modified only during this process.



Figure 8: Subscription data confirmation.

To login go to chapter 3 - Library Login.

3 LIBRARY LOGIN

Using Login Area in NILDE homepage will allow both users and libraries to enter the system. People that are already registered can directly enter username and password and click on **Login**. From the same page, you can also access the Library Registration or the Account Recovery, if the credentials have been forgotten.

3.1 Account Recovery

NILDE has a recovery system you can access clicking on **I can't remember my login data!**. You will be asked to enter your username, email and check code.

Complex Neurode Neuro

Figure 9: Account recovery.

The system sends to the user an email containing a link, clicking on it you open a screen from which you activate the new credentials; at this point you receive a second email with the same credentials to confirm that the procedure was successful.

Once you login, you access the Welcome page.

4 WELCOME LIBRARY AND INFORMATION EDIT

After logging in, you see the Borrowing panel of MyNILDE, which is divided in two sections: the one above is a wisteria-coloured horizontal banner containing a welcome message. Once opened, it will display information about the library and tools to edit them. The panel below contains the Borrowing, the Lending, the Statistics, the History and the My Users tabs.

	NILDE Network fact-Likevy Decement Recharge		Home M	IyNILDE User	r manual NILE	E World Abo	ut us Licenses	
1	Welcome Biblioteca del Polo Centrale. Area delle Scienze Giuridiche						Log out 👄	
			Borrowing	Lending	Reports	History	🖪 My users	
	← kew request							
	Display A U U 100 U per page						▼ Library ▼ ILL	
		No elements to display						
	User manual (NLDE World Subscriptions About us Licenses Legal notice				6	Cons Bit	glio Nazionale delle Ricerche lioteca d'Area di Boloana	



After clicking on the button 💟 in the panel above, a window will open, containing three boxes:

- My account: it reports library information, the username and the password;
- My catalogs: in this box the library indicates its opac address; moreover, by checking the relevant box and filling in all required fields, the library displays any existing membership to national catalogs (ACNP, SBN, MAI). Any membership to other catalogs different from those mentioned above (ACNP, SBN, MAI) should be communicated to nilde-tech@area.bo.cnr.it. NILDE reserves the decision to include information about them.
- My service: in this box the library indicates the names of its representatives, the modes of service offered to individual users and to the other libraries. In addition, through this box the library informs users about service suspension and the number of days notice.

Each of the section mentioned above is editable, simply clicking on the **Edit**.

Only the modes of service offered to the other libraries associated to NILDE cannot be changed.

The cost per delivered paper and the imbalance threshold can be modified only when subscription is renewed.

	💒 Edit		10
le Scienze Giuridche		Responsation for the LL service: Angela Bottari, Loriana Maimons Ansaldo Patil, Pina Tutiocuore bibliogu de@umin k	
	Edit		
	2ª Edit		

Figure 11: Myaccount 1.

My account	
Username: bibliogiurimessina	
Password:	
Confirm password:	
Library: Biblioteca del Polo Centrale. Area delle Sc *	
Discipline: economical and legal 👻 *	
Institution: Università di MESSINA	
Address: Piazza pugliatti, 1 *	
Zip Code: 98122 *	
City: Messina *	
Nationality: ITA	
Province: ME 🔽 *	
National Insurance Number: 8000470837	
Phone: 090 - 6768485 *	
₽_Fax: 000 - 0000000 *	
Web site: http://antonello.unime.it *	
Save Cancel	
* required fields	

Figure 12: Myaccount 2.

Library's OPAC			 	
OPAC: http://antonello.unime.it	*			
Enter the OPAC's URL eg.: http:/	/www.biblioteca.it/opa	с		
MAI: No Oyes 🔘				
Indicate whether the library is a	ctive in MAI			
CNP				
ACNP code: ME007 Active lin	k			
SBN				
ICCU/SBN code:		*		
SBN pole code:		*		
REBIUN				
REBIUN code:		*		
,			 	

Figure 13: Link to library catalogs.

5 BORROWING

5.1 Manual entry of a request

To manually enter a new borrowing request, click on **New Request** at the top left of the tab Borrowing.

-	NILDE hersen: kitzer Densemen Einstreige		Home N	IyNILDE User	manual NILD	E World Abo	ut us Licenses
	Welcome Biblioteca della Scuola di Scienze Umanistiche, sede di Lingue						Log out 🔿
			Borrowing	Lending	Reports	History	My users
	Trequest User						
		No elements to display					
	User manual NLDE World Subscriptions About us Licenses Legal notice 60 1 =================================				6	Consij Biol	glia Nazionale delle Roerche iateaa d'Area di Boloana

Figure 14: Example of empty borrowing display.

Select the type of resource you are looking for by either choosing article or part of a book.

-	NILDE Neuron has Unitry Desenses Backings	Home MyNILDE User manual NILDE World About us Licenses
II.	O Welcome Biblioteca della Scuola di Scienze Umanistiche, sede di Lingue	Log cet 🕳
		0
	Select the document type:	
	> Article	
	2 Fails on a moon	
L.	ser manual NLDE World Subscriptions About us Licenses Legal notice	Conside Nazoode delle Rarche Bibliotece d'Area d'Bolcoro

Figure 15: Document type selection.

A form will open containing different fields, depending on whether it is an article or a part of a book:

NILDE Meter liter Downet Enlarge	Home MyNILDE User manual NILDE World About us Licenses
Welcome Biblioteca della Scuola di Scienze Umanistiche, sede di Lingue	Logod 🔿
	0 0
Article Publication/Book title:	
Article/Section title:	•
Author: Other authors:	
Year; Volume: Issue: Initial page; Final page;	
DOI: 10. // ISSN: Publisher: Published in: SID: PMID: Published in:	
Check your holdings	
	Continue
	0 0

Figure 16: Article references/bibliographic data.

NILDE Network March Labory Document Biology	Home MyNILDE User manual NILDE World About us Licer
Welcome Biblioteca della Scuola di Scienze Umanistiche, sede di Lingue	Logo
rt of a Book Publication/Book title: Author: Other authors: Vear: Volume: Initial page: Final page: DOI: 10. / Publisher: Published in: ISDIE: SID: PMID:	· ·
Check your holdings @	Continue
	0.0

Figure 17: book chapter references/bibliographic data.

Fill out the form with all the possible data concerning the bibliographic resource and click **Continue**; then proceed onto request management.

5.2 Request management

In the borrowing tab, requests in progress are displayed. The list of requests is subdivided into three sections.

	NILDE Notaci Nate Litrary Document Entropy		Home MyNILDE User manual	NILDE World About us Licenses
IX.	Welcome Biblioteca della Scuola di Scienze Umanistiche, sede di Lingue			Log out 🔿
_			Borrowing Lending Report	ts 📑 History 🛃 My users
	Propert Propert	Nation	V enter and the and the Backet Instates Ans Instates Africa Enter percent water (2010.11)	1.1 of 1 View Vie Alk & Schen 1.1 of 1
	aer manual NLCE World Subactifytions About us Licenses Legal notice 63 1		C I	Consiglio Nazionale delle Roendre Biblioteca d'Avea di Bolcona

Figure 18: Borrowing requests.

The first section starting from the left, made up of two columns, contains the information of user requests: date and ID of the user request and the name of the user. The second section, composed of the third column, contains information on the bibliographic reference. The third, composed of the last three columns, contains information regarding the forwarding of the request to the supplying library: date and ID of the forwarding, the name of the library to which the request is sent, and the status of the operation. The request is color-coded based on the status: white represents a new request received, orange represents a request on hold, green represents a fulfilled request from the supplying library, and red represents an unfulfilled request.



Click on the icon \square to create "Notes for internal use" which will be visible from your account. Notes can serve as a way to pass information between you and your colleagues.

Once the note is saved, it will always be viewable from your account and can be accessed by clicking on



Notes are connected to separate requests. Another note could be created in the case of resubmitting a request.

-	N	ILDE	Document I	Exchange								Home N	NyNILDE Use	r manual NILE	DE World Abo	ut us License:	
1	•	Welcom	e Bibl	lioteca della Scuc	a di Scienze Uma	nistiche, sede o	di Lingue									Log out 👄	
											8	Borrowing	Lending	Reports	History	My users	
	*	New request Dis	play All	🗸 100 🗸 perp	ge											1.1	of 1
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									es for internal use left / edity the note							1.1	of 1
	User	manual NILDE	World	Subscriptions About us	Licenses Legal notice									❻Ⅲ	Con Bi	sglio Nazionale delle Ricero biloteco d'Area di Boloana	he

Figure 19: Note for internal use.

To manually enter a new request, go to 5.1 - Manual entry of a request.

Managing a borrowing request requires four different phases: checking the bibliographic reference and contacting the requesting user, the identification of the journal or the book requested, searching for the supplying library, and the selection of the supplying library and forwarding the request.

1. checking the bibliographic reference

By clicking on a request from the Borrowing tab, a window will open where you could add or edit bibliographical information; at the top of the page there is the information about the user and the date and ID of the request.

-			
Request not yet forwarded			
iblication/Book title:			
ticle/Section title:			
hotonic quantum technologies			
ithor:	Other authors:		
ar: 2009 Volume: 3 Issue: Initia	al page: 687 Final page: 695		
ar: 2009 Volume: 3 Issue: Initia	al page: 687 Final page: 685		
ear: 2009 Volume: 3 Issue: Initia Di: 10. / ISSN: Publishe	al page: 607 Final page: 605 en: Published Inc: SD: PMD: PublicQued 07		
tar: 2009 Volume: 3 Issue: Initia D0: 10. / ISSN: Publishe	al paper: 657 Final page: 655 er: Published in: SID: PHID: Public() ed d ¹		
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Figure 20: Holdings check.

The two buttons (save the request and close) (close the request panel) that appear on the top and bottom right-hand side of the page allow you to save any changes you have made or to close the request without saving. If you have the PMID identifier, you can enter it in the

PMID field and click on the button : NILDE will automatically import the bibliographic reference data from PUBMED.

If the library has configured its own Link resolver in NILDE (see Configuring NILDE as SFX source), the button **Check your holdings** will appear, allowing you to directly check through the Link resolver of the library if the document requested was already present in the resource catalog.

If you notice that the document is present in your library (paper version) or if it is a part of the electronic resources of your library, you can directly fulfill the request for the user by clicking on the button **Fulfill** and sending an explanatory note to the user.

Request not yet forwarded			
whileation/Book title-			
lature photonics		•	
ticle/Section title:			
ateau	Other entropy		
0001:	Oner autors:		
t: 10. / ISSN: Publisher:	Final page: 695 Published in: SID: Plato: Plato		
ar: 2009 Wolume: 3 Issue: Initial page: 637 Xe: 10. // ISSIE Publisher: eck your holdings	Pladished in: SID: PlaD: PubLQed C		
nr, color Wolkiner, 3 Issee: Initial page, 637 8: 90, / ISSIE: Publisher: sck your holdings	Padapage: 655 Pa		
ar: c200 Walanie: 3 Issee: Initial page: 63 k: 10. / ISSI: Publisher: eck your holdings arco	Padashed in: SID: PADAshed in: PUSIQued C2		
e to see: r covo Wakame: 3 Issee: Initial page: 63 ex 400. // ISSR: Peddater: ext your holdings arrow e to see: r care. To rear.	Photoposi 655 Ph		
Nar 2009 Walance: 3 Issue: Initial page: 63 Oc 150. / I ISSIE: Platisher: eeck your holdings 2002 10 Journe: 10 Journe:	Paddanked (m: SID: PadD: PubL(Q) and CP		

Figure 21: Directly fulfilled from own holdings.

A directly fulfilled request (or unfulfilled) identifies in NILDE the requests inserted by users that can be completed (or not) without the need to submit them to another library.

2. Identification of the journal/publication or of the book

By clicking Continue, NILDE automatically searches for the ISSN (for an article of a journal) or the ISBN (for a part of a book).

In the first case NILDE, through ACNP query for ISSN (if already present) or through the title words of the journal (also abbreviated words), returns a list of standardized titles with the respective ISSNs: at this point you will have to search for the correct journal and select it.

The request is now overwritten with the standardized magazine title (according to the version of ACNP) and the ISSN is added to the request (if it was not present before).

Requested by <u>Franco Reuspi</u> - 11/09/2018 - #583 The user want to be informed of any possible cost.		00
Request not yet forwarded		
Publication/Book title: Nature photonics		•
Article/Section title: Photonic quantum technologies		
Author:	Other authors:	
too: 2.00 Voume: 3 asse analyze of 2. Cos 10. 7 ISSE Publisher: Check your holdings @2220	tell pagic and	
Note to asser: Dear suse: the term you have requested is available at you library the term you have requested is available at you library		
		0 0

Figure 22: Identification of document to be requested.

If instead you are looking for a part of a book, the same research will be automatically completed by NILDE on SBN, and you will have to search for the right book in the list of results with the corresponding ISBN (if present in the catalog).

After choosing the right document (a journal with the relative ISSN or book with ISBN) NILDE opens a new window, where many tabs will appear, one for each catalog connected to NILDE. You

could explore every one (MAI, ITALE, REBIUN) to find the library which owns the document you are looking for. The last three tabs: OTHERS, ALL and OUTSIDE NILDE are always present.

C Reque	ested by <u>Franco Resup</u>] - 17692019 - 1653 is user want to be informed of any possible cost. est not yet forwarded	٥	8
Article			
Publicatio Article/Se Year: 2009 ISSN: 1749	willook kile: Nature photonics (Print) silen sile: Photonic quantum technologies - Mass - M		
Libra When Link to	ries in ACNP you selected the ACNP catalog, NLDE makes a query on ACNP by ISSN (if any) or otherwise by words in the title and year this catalog		
Display	n 199 joo par page and filters for words in library name / ACNP code / ICCUUSBN code 🔤 🍳 Search 🛛 Kide consortium	1	- 80 of 80
0	PG101- Biblioteca Istituto Zeoptoflattice Sertimentale dell'Unitria e delle Marche "Loca Rosali" - Perusia 👔 @ holding: 2009-2012, detalle EUE/PRG0 1 AVIO [Last revision of the catalog: 2018]	PG101	-26
0	PAU13 - Biblioteca di Ingegeeria civite, ambientale, aerospaniale, dei materiali. Ingegeneria strutturale, aerospaniale, edot studi di Palerme. 🗋 print holding: 2007-2009, 2011-2012, gape: 2007-2009, 2011-2012, location: Armado Bianco I (Last revision of the catalog: 2016)	PA013	-16
Service suspension from 04/09/2018 to 30/09/2018	B0129 - Ribitoteca Gisseppe Testoni Dipertimento di Scienze Aziendali - DISA 👔 @r. holding: 2009-2015, note: (UNIBO)	B0129	-3
0	B0352 - <u>Rikitoteca del Disartimento di Farmacia e Biotecnologie - FaBIT ()</u> @: holding: 2009-2015, note: (UHBO)	B0352	-2
Service auspension from 06/01/2018 to 31/12/2018	BO309 - Biblioteca Heurologia - Biblioteca Interdipartimentale di Medicina - Università di Bologna 👔 @: hoding: 2009-2015, note: (UNBO)	B0309	0
Service auspension from 08/01/2018 to 31/10/2018	BO404 - Biblioteca interdipartimentale di Ilatematica. Fisica. Astronomia e Informatica. Biblioteca di Astronomia 👔 @: holding: 2009-2015, note: (UHBO)	B0404	0

Figure 23: Identification of supplier library

3. Search for the supplying library

After identifying the right journal or book, NILDE libraries occur in different tabs. If you are processing a journal NILDE will automatically open the ACNP tab; if you are dealing with a book, NILDE will open the SBN tab.

ACNP: through the query of the national ACNP catalog, the libraries that have the magazine will be displayed (identified by the ISSN) in order by the year of the bibliographic reference. In particular, all libraries are shown with the info about the type of subscription: print, online, or through a consortium, indicated in this way:

- print: "print:" + holding (years of owning rights);
- on-line: "@:" + holding (on-line holdings);
- consortia online: "@:" + holding (on-line holdings) + "note: (CONSORTIUM NAME)".

O Requi	sted by Enno. Result - free2off - 1020/018 - 1023 w user want to be informed of any possible cost.	0	8					
🚫 Requi	st not yet forwarded							
Article								
Publication/Book title: Nature photonics (Print) Arricle/Section title: Photonic quantum technologies transformer: A titlet page: 697 Final page: 695 ISSIE :7:64-660								
Please chi	soas the library							
ACNP o SBN o MAI ITALE o REBIUN Others All Ourside NILDE								
Libra When Link to	ries in ACNP you selected the ACNP catalog, NLDE makes a query on ACNP by ISSN (if any) or otherwise by words in the title and year the catalog							
Displa	198 🗤 per page and filters for words in library name / ACNP code / ICCUUGEN code	1	- 80 of 80					
0	PG101 - Biblioteca istituto Zooppollattico Sperimentale dell'Umbria e delle Marche "Topo Rosati" - Penuela 👔 @: holding: 2009-2012, detalla: EMR-MRG0.1.4/MIO [Last revision of the catalog: 2018]	PG101	-26					
0	PAG13 - Biblioteca di longeneria civile, ambientale, aerospaziale, dei materiali. Ingegeneria strutturale, aerospaziale, deoleccaica. Università degli studi di Patermo, 👔 print holding: 2007-2009; 2011-2012; apps: 2007-2009; 2011-2012; location: Armado Bianco Last revision of the catalog: 2018]	PA013	-16					
Service suspension from 04/09/2018 to 30/09/2018	B0129 - Ribitoteca Gisseppe Testioni Dipartimento di Scienze Aziendali - DISA 👔 @r. holding: 2009-2015, note: (UNIBO)	B0129	-3					
0	B0352 - <u>Rikitoteca del Disartimento di Farmacia e Biotecnologie - FaBIT ()</u> @: holding: 2009-2015, note: (UHBO)	B0352	-2					
Service auspension from 06/01/2018 to 31/12/2018	B0009 - Biblioteca Heurologia - Biblioteca Interdipartimentale di Medicina - Università di Bologna 👔 @: holding: 2009-2015, note: (UNBO)	B0309	0					
Service auspension from 08/01/2018 to 31/10/2018	BO404 - Biblioteca interdipartimentale di Matematica, Fisica, Astronomia e Informatica, Biblioteca di Astronomia 👔 @: holding: 2009-2015, note: (UNBO)	BO404	0					

Figure 24: "Hide consortia" option.

The button (in the orange bar at the top right) **HIDE CONSORTIA** allows you to view only the libraries with at least one owned print, this will hide the libraries that have only one owned copy "inherited" from a consortium (FAQ). Clicking on the **SHOW CONSORTIA** button returns to the complete list.

C Requested by <u>France Reunpl</u> . +1992/0178-1023 The user wate to be informed of any possible cost. C Request not yet forwarded	0	8						
Article								
Publication(Book Ittle: Nature photonics (Print) Anticle/Section title: Photonic quantum Schnologies Vear.2009 : Nature 3 Initial page: 697 Final page: 695 1536: 1769-4885								
Please choose the library								
ACMP or SBN or NA.I TLALE or REBINI Others All Outside NLDE Libraries in ACMP Mither you selected the ACMP catalog. NLDE makes a query on ACMP by ISSN (if any) or otherwise by words in the file and year								
Display 198 🕞 per page and filters for words in library name / ACNP code / ICCU/SBN code. Q. Search Show consortium		1 - 5 of 5						
PG101 - Bibliotra Istituto Zooonfilattico Sentimentale dell'Uliminta delle Marche "Tooo Rossit" - Pennola (g) holding: 2009-2012, detate: CBU-RGC: 1.VNIO [Last revision of the catalog: 2018]	PG101	-26						
PA013 - Biblioteca di Inegeneria civile, ambentale, serospaziale, dei materiali. Ingegneria strutturale, aerospaziale, geotecnica. Università degli studi di Paterno. (print holding: 2007-2009, 2011-2012, page: 2007-2009, 2011-2012, location: Armado Bianco [Last revision of the catalog: 2016]	PA013	-16						
NA106 - Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Ingegneria e della Tecnologia dell'Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Informazione, Università Federico II di Nacoli Biblioteca DETLidel Dipartimento di Informazione	NA106	3						
PV000 - Balloteca BICCS Fondazione Istituto Neurologica Nazionale Castimiro Mondino - Panta (e) holding: 2009-2011. [Last revision of the catalog: 2017]	PV030	13						
UMMA - Behötera: Diptible Universitä di Napoli Federica I () @ holding: 2006-notes: Disponible dai 2006. [Last revision of the catalog: 2018]	UNINA	200						

Figure 25: "Show consortia" option.

By clicking **Back**, the program returns to the page relating to the bibliographic data of the request (the **Back** button is displayed when your library has the selected journal).

0	NA106 - Bhildeca DETI del Dipartimento di Ingegneria Elettrica e della Tecnologia dell'Informazione, Università Federico II di Napoli 👔 @ holding 2006 - [Last revision of the catalog: 2018]	NA105	3
0	80451 - Bbäceteca Interdipartimentale di Chimica. Bbioteca di Chimica Industriale () (e): holding: 2009-2015; note: (UNBO)	B0651	4
Service suspension from 18/07/2018 to 24/08/2018	B0660 - BBildeca Centrale del Camous di Cesena. Sezione di informatica () @ holding: 2009-2015; note: (UNBO)	BO660	4
0	BO21 - BRitoteca centrale del Camous di Ravenna. Sode centrale di Palazzo Corradini. Università di Bologna. 👔 @ holding: 2009-2015; note: (UNIBO)	B0231	5
Service suspension from 19/07/2018 to 30/09/2018	B062a - Biblioteca Centrale del Campus di Cesena. Biblioteca di Insegneria Biomedica. Elettronica e Telecomunicazioni T @ holding: 2009-2015; note: (UNBD)	BO628	5
Back	GE078 - Ribbioteca della Scuola di Scienze Umanistiche, sede di Lingue 👔 @: holding: 2006-note: (/NIGE)	GE028	6
0	BO305 - Biblioteca di malattia dell'apparato cardiovascolare. Sozione della Biblioteca clinica. (1 g): holding: 2009-2015; note: (UNBO)	BO305	6
0	BO402 - Biblioteca del Disartimento di Scienza biologiche, geologiche e ambientali - BiGeA. Sezione di Biologia 👔 @ holding 2009-2015; note: (UNBD)	BO402	7



SBN: by searching the national SBN catalog (Integration of NILDE with the catalogs), the libraries belonging to the catalog that own the journal or the part of a book (identified by ISSN or ISBN) are displayed. However, the correspondence of the holdings* with the year of the bibliographic reference are not verified, and it is therefore the responsibility of the library that submits the request for the verification of the owned holdings.

MAI : the form displays the list of libraries that join to the MAI metaopac (no searches are made on the metaopac, therefore it is the responsibility of the library that submits the request to check which libraries actually own the document).

ITALE: searching (with protocol Z39.50) the ALEPH catalogs of the institutions belonging to the ITALE association (ITALE is the Italian Association of ExLibris Users) (Integration of NILDE with the catalogs), will display the libraries that own the publication or the part of a book identified by ISSN or ISBN. Once again, the correspondence is not verified and it is the responsibility of the library that submits the request to check.

REBIUN: the form displays the list of libraries participating in the REBIUN catalog (national catalog of Spanish academic libraries); no direct searching is made in this catalog, and once again it is the responsibility of the library that submits the request to check which libraries own the document.

OTHERS: this tab displays the libraries not associated with any catalogue of previous boards (no searches are made, the libraries are responsible for searching and checking which libraries own the document.)

ALL: this tab shows the complete list of all the libraries belonging to NILDE, but without searching what documents they currently own.

OUTSIDE NILDE: the form displays the list of the libraries that are NOT yet a part of NILDE but have been registered in the system (see paragraph 5.6 Borrowing: request outside NILDE).

The list of the libraries in each tab is ranked according to a "weight" obtained by calculating all libraries for their imbalance (the difference between the number of documents supplied and the number of documents requested, in respect of all other libraries of the network). By using this method, NILDE will suggest the library that is best suited for the current request.

By clicking on the icon i you can view the supplying conditions, the number of requests sent weekly, and the imbalance.

Click on the name of the library to view the contact details.

	Libraries in ACNP When you selected the ACNP catalog. MILDE makes a query on ACNP by ISSN (if any) or otherwise by words in the title and ye Link to the catalog	ar		
	Display 100 v per page and filters for words in library name / ACNP code / ICCU/SBN code.	Show consortium		1 - 5 of 5
0	PG101 - Biblioteca Istituto Zooprofilattico Sperimentale dell'Umbria e delle Marche "Togo Rosati" - Perugia () @: holding: 2009-2012, details: EMBARGO: 1 ANNO [Last revision of the catalog: 2018]	- 148 <i>br</i> j	PG101	-26
0	PA013 - <u>Biblioteca di Ingegneria civile, ambientale, aerospaziale, dei materiali, Ingegneria strutturale, aerospaziale, geotecnica. Univer</u> print: holding: 2007-2009, 2011-2012; gaps: 2007-2009, 2011-2012; location: Armadio Bianco [Last revision of the catalog: 2018]	sità deali studi di Palermo, 👔	PA013	-16
0	NA106 - <u>Biblioteca DIETI del Dipartimento di Ingegneria Elettrica e delle Tecnologie dell'Informazione, Università Federico II di Napoli ()</u> @: holding: 2008- [Last revision of the catalog: 2018]		NA105	3
0	PV030 - <u>Biblioteca IRCCS Fondazione Istituto Neurologico Nazionale Casimiro Mondino - Pavia</u> @: holding: 2009-2011; [Last revision of the catalog: 2017]		PV030	13
0	UNINA - <u>Biblioteca Digitale Università di Napoli Federico II</u> @: holding: 2006- notes: Disponibile dal 2006. [Last revision of the catalog: 2018]		UNINA	201
	Bft	Report of Sequence produced number: Sequence in the concerner Sequence in the con	notes:	

Figure 27: View supplier library details.

4. Selecting the Library and forwarding the request

Select the library and complete the operation by clicking on **Forward the request** in the box below, where additional information (Request notes, Borrower protocol number, Supplier lib. Location, Supplier lib. inventory n., Notes for internal use) can be inserted.

0	PG101 - Biblioteca Istituto Zooprofilattico Sperimentale dell'Umbria e delle Marche "Togo Rosati" - Perugia [] @: holding: 2009-2012; details: EMBARGO: 1 ANNO [Last revision of the catalog: 2018]		PG101	-26
0	PA013 - Biblioteca di Ingeaneria civile, ambientale, aerospaziale, dei materiali. Ingegneria strutturale, aerospaziale, geotecnica. Università print: holding: 2007-2009; 2011-2012; gaps: 2007-2009; 2011-2012; location: Armadio Bianco [Last revision of the catalog: 2018]	i degli studi di Palermo, 🚺	PA013	-16
۲	NA106 - Biblioteca DIETI del Dipartimento di Ingegneria Elettrica e delle Tecnologie dell'Informazione, Università Federico II di Napoli 👔		NA105	3
0	PV030 - <u>Biblioteca IRCCS Fondazione Istituto Neurologico Nazionale Casimiro Mondino - Pavia</u> @: holding: 2009-2011; [Last revision of the catalog: 2017]		PV030	13
0	UNINA - <u>Biblioteca Digitale Università di Napoli Federico II []</u> @: holding: 2006- notes: Disponibile dal 2006. [Last revision of the catalog: 2018]		UNINA	201
	Bak	Report Bit model Support Rip backados Support Rip backados Support Rip backados Otros de la dela dela dela dela dela dela del	note: I use:	
				00

Figure 28: Library selection and request submission.

At this point the request will be forwarded and will obtain an identification number.

-	NIL	DE nter-Library Doc	ument Excl	unga			Home	MyNILDE User	manual NILD	E World Abo	ut us Licenses	
IV	0	Nelcome	Biblio	teca della Scuola di Scienze Umanistiche, sede di Lingue							Log out 🔿	
						٥	Borrowing	Lending	Reports	History	🖪 My users	
5	- Nev rec	w quest Displa	(/ All	▼ 100 ▼ prrpape							1-2	of 2
		▼Request 11/09/2018 Id:83	V User France Reuspi	Nature photonics (Print) 2009 - Vol.3 Photonic quantum technologies	Notes	91.03 16.03 16.03	0000000 00204 Biblio 00204	rieca DETI del Dipartiment rico II di Napol	o di Ingegneria Elettrica e	delle Tecnologie dell'inf	▼Litrary armazione, Università	•
				Curricolo di italiano per stranieri 2000 Lessico e competenza lessicale	2	07/05 jet 20 Borrower protocol number DD 53	06735 Biblo	iteca Emeroteca Area Um	anistica dell'Università di	Urbino		٢
											1-2-	of 2
	Userman	ual NILDE W	orld Su	bscriptions About us Licenses Legal notice					6	Cores Bit	glio Nazionale delle Ricerch licheca d'Area di Balcana	e

Figure 29: Submitted request confirmation.

5.3 Response to a request

In the event that the request cannot be fulfilled by the library to which it was forwarded, it is possible to forward (Request management) the request again to another library by clicking on **Continue**, without having to re-enter a new borrowing request.

Forwarded to <u>Biblioteca Giuridica Antonio Ci</u> Not fulfilled - ravezora with Other unfulfilment t Operator: GIANNI ERCOLANI Supplier library notes L'annata 2012 e' attualmente dal rilegatore	:u - D.S.G Università di Bologna - 13092016 - pe	id 2069269	
Article			
Publication/Book title: Angelicum Article/Section title: ['If You Will Be Perfect'; St. Thomas Aquinas on I Author: Denote C 0	evangelical Poverty Other authors:		·
Urbste, C.J. Year; 2012 Volume: 69 Issue: * DOI: 10. / ISSN: 1123-5772 Pub	Initial page: 533 Final page: 545 Isher: Published in:	SID: \$acnp:ACNi PIMD:	Publ@ed 6
Check your holdings			
Archive as not fullfilled			Continue

Figure 30: Re-submission of not fulfilled request.

In the case that the borrowing request is processed, the requesting library can receive the requested document by the following methods:

- NILDE
- Mail
- Fax
- Ariel/Prospero
- Other.

Reception via NILDE

In the Borrowing window, the arrival of the document as a file is indicated by a green icon	9	By
clicking on the request, the window that allows printing of the document will be opened and the	he Vi	iew
and Print buttons will be displayed.		

Receiving via NILDE, which uses NILDE's secure electronic mailing (SED) to directly send documents between libraries, involves receiving a PDF document that has been "transformed" into a Digital Hard-Copy. In this case, the received document will be sent with the "NILDE-Digital HardCopy".

Forwarded to <u>Biblioteche del Polo di Lettere - Università di Padova</u> - 10/09/2018 - id/2066558 Fulfilled by: NLDE - Digital Hard Copy - 13/09/2018	
Operator: michele basso Supplier protocol numberfiles	
Article	
ublication/Book title: American Catholic philosophical quarterly	
ticle/Section title: St. Thomas Aquinas and the Defence of Mendicant Poverty	
uthor: Jones, J.D.	
ar: 1996 Volume: 70 Issue: * Initial page: 179 Final page: 191 SN: 1051-3558	
D: Sacnp:ACNP	
Attention! To proceed you need to view and print the document.	
Borrower Library must comply with current copyright legislation, and in particular but not avolusively, cuaranties to deliver to the	
applicant a single paper copy of the requested material and destroy any digital copy eventually received.	
Borrower Library guarantees that the material is requested on behalf of a user of the library, which will make personal use only for purposes of study or research.	
Borrower Library undertakes to adequately inform its users about the limits of use of the documents provided through the	
Borrower Library undertakes to adequately inform its users about the limits of use of the documents provided through the NILDE Services.	
Borrover: Library undertakse to adequately inform its users about the limits of use of the documents provided through the INLEG Services. Attentions: In this way the requested document will be definitely deleted from the INLDE server, in compliance with current legislation on corpytant	

Figure 31: Reception: view and print document.

The transformation in Digital Hard Copy is applied by NILDE only when it is needed, for example it does not apply to files obtained from physical scans of an original document on paper. Moreover, in case of errors and problems detected during the transformation of the digital hard copy procedure, NILDE will return the document in its original format. In both cases, the document will then be reported as "fulfilled via NILDE" (instead of "fulfilled via NILDE-Digital HardCopy").

After printing the document, you need to click on **Continue** to complete the procedure.

Warning: the temporary file stored on the NILDE server will be deleted.

Possible problems in the Digital HardCopy procedure

It is possible, in some rare cases, that the Digital HardCopy procedure creates a PDF that does not conform to the original that could contain transformation errors (for example, the loss of patterns and/or images, or text with an incorrect font). In these cases it is possible to trash the document (and submit the request again in NILDE) using the **Trash button for Digital Hard Copy problem**. This will send an error report to the NILDE development team. If the request is repeated for this reason, it is recommended to specify (in the notes for the supplying library) that the sending must be done with a method different from NILDE (mail, fax or other). Otherwise the Digital HardCopy procedure will behave in exactly the same way and the problem will be repeated.

• Reception via Mail/Fax

In the Borrowing window, the arrival of the document by mail/fax is indicated by a green icon.

• Reception via Ariel/Prospero

In the Borrowing window, the arrival of the document via Ariel/Prospero is indicated by a green icon. It is necessary to check your e-mail box to verify the actual receipt of the document.

• Reception via Other

In the Borrowing window, the arrival of the document via Other is indicated by a green icon. We recommend checking the notes.

5.4 Delivery of the document to the user or archiving a request

After receiving the document, it must be either delivered or archived.

- If the request was sent by a user, the notes for the user have to be entered, when necessary, and you have to click on **Fulfill**.
- If the request has been inserted as a new request (see paragraph 5.1 Manual entry) directly from the librarian, you have to click on **Archive**.

Only in this way the request can be closed and will disappear from the borrowing tab. If you don't click on either Fulfill or Archive, the request will remain visible among the others requiring management. Requests fulfilled or archived, once they have disappeared from the borrowing tab, will become visible in the History tab.

 Forwarded to <u>Biblioteca Ensected Persena Universita' degli studi di Pavia Dipartimento Studi Umanistici - Polo San Tommaso.</u> 17692019 - Id 2072161 Fulfilied by: NLDE - Digital Hard Corpy - reference Operator Eracia DEmico Suppler throm notes Grazia per la collaboratione. Un a auto condus Gradela DEmico Berrower predicol number/CD 5238 11 	S
Request notes Graze mel Franco Reuspl Supplier RL, Nocalisticalitationco	
Anticle	
Publication/Book title: The European legacy (Online) Article/Section title: Mozart's Cosmic Heartbeat Author: Tim Coudsley	
Vear: 2015 Volume: 20 Initial page: 547 ISSR: 1470-1516	
Archive Uscard due to a problem of Digital Hard Copy Discard due to a problem of Digital Hard Copy	
	0

Figure 32: Request delivery and archiving.

Cancellation

The **Cancellation** button is used when the fulfillment does not conform to what was requested (for example: an illegible fax) and in this way it is possible to send the same request again to other libraries without having to re-enter all of the data.

5.5 Cancellation of a request

After forwarding to a NILDE library, the request is displayed as "on hold"; only at this stage is it still possible to cancel the request.

Clicking on the Ask for cancellation button in the request form a confirmation message appears.



Figure 33: Request cancellation.

If you choose to continue, the requesting library must wait for the supplier confirmation of the cancellation by clicking on **Accept cancellation** (see paragraph 6.4 - Accept cancellation of a request for lending). If the cancellation request is not accepted by the supplying library within 5 days from the request date, the system will automatically cancel the request.

Reiterate a request

A request that is canceled, trashed, or not fulfilled can be repeated simply by clicking on **Continue**.

5.6 Request outside NILDE

NILDE also allows you to request documents from libraries outside the network or to the authors themselves. After selecting the supplier, click on **Confirm request outside NILDE**.

If a payment was requested and the user has asked to be informed, it is necessary to request authorization with $Note \ to \ user.$

O Docline – national Library of Medicine via ISS 👔	
O LIND HALL LIBRARY	
O Reto 🗊	
O Richiedi all'autore [1]	
Subito []	
O Sudoc 👔	
O The British Library 😭	
O TIB - Hannover 👔	
O York University 👔	
	The user want to be informed of any possible cost. 😗
	Borrower protocol number:
	Supplier protocol number:
	Notes for internal use:
_	Cost 6.00 • € Ask the user
Eack Back	
	warning rou have to process outside NLDE request mandaty.

Figure 34: Request to supplier library outside NILDE.

1	Welcome Biblioteca della Scuola di Scienze Umanistiche, sede di Lingue									Log out 👄		
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		Displa;	All T User	Teo V perpage							1 - 3 * Librar	of 3
		17/09/2018 id:85	Eranco Reuspi	L'Epoque conradienne (Limoges) 2009 - Vol.35 The Planter of Malata: l'Amour a mort ou l'echec de la tentation totalitaire (Claude Maisonnat)	2		Subito O Po	ending user accepta	ice			0
		-		Qwerty (Testo stampato) 1999 - Vol.9 Narrator Resartus: Palimpsestic Revelations in Kazuo Ishiguro's The Remains of the Day (Jirgens, Karl E)	Ø	17/09/2018 is:2012189 Borrower protocol number DD 5339.18	Bibliote	ca di Filosofia Universit Incellation required	La Sapienza			٢
		-		The European legacy (Online) 2015 - Vol.20 Mozart's Cosmic Heartbeat (Tim Cloudsley)	Ø	17/03/2018 is:2072181 Borrower protocol number DD 5338.18	Biblote Torms	ca Francesco Petrarca 10	- Universita' degli studi d	Pavia - Dipartimento Str	udi Umanistici - Polo San	۲
											1 - 3	of 3
		-		The European legacy (Iolline) 2015 - V8.20 Mozart's Cosmic Heartbeat (Tim Cloudaley)	2	1799-0046 H 2027219 Bonower protocol humber CD 5338.16	Bibliote Tomma	ca Francesco Petrarca 52	- Universita' degil studi d	Pavia - Dipartimento Str	udi Umanistici - Polo San 1 - 3	of 3

Figure 35: User information costs outside NILDE.

11	o v	Velcome I	Biblio	teca della Scuola di Scienze Umanistiche, sede di Lingue							Log out 🔿	
						Sorrow	ing 🔼 Le	nding	Reports	History	😫 My users	
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				The European legacy (Online) 2015 - Vol.20 Mozart's Cosmic Heartbeat (Tim Cloudsley)	2	17/09/2018 id:2072181 Borrower protocol number:DD 5338.18	Biblioteca Frances Tormaso	ico Petrarca	- Universita' degli studi	di Pavia - Dipartimento St	tudi Umanistici - Polo San	0
											1 - 3	of 3

Figure 36: User acceptance costs outside NILDE.

After receiving the authorization, proceed by clicking on **Confirm the outside NILDE request**.



Figure 37: Outside NILDE request submission.

If there is not reply from the user receiving the note, clicking on **The user does not answer** will allow you to either close the order with **Not Fulfill** or proceed with the forwarding of the request to the outside NILDE.

The **outside NILDE requests** are handled manually. When you receive an answer from the outside NILDE library, you must enter the date of fulfillment and then click on **Fulfilled** in order to proceed with the delivery.

The list of the outside NILDE libraries is updated by the NILDE manager on the reporting of the network libraries.

6 LENDING

6.1 Request management

The tab dedicated to lending shows the list of requests received from other libraries, awaiting management. The list is divided into three columns:

- *Request*: contains date, ID number that uniquely identifies the request and, where indicated, the internal protocol number assigned by the requesting library;
- Borrower Library: contains the name of the requesting library;
- *Reference*: contains the essential bibliographic data and the location of the journal.

-	NILDE Nature inter charge Bounnet Rollings	Hon	ne MyNILDE	User manual	NILDE World	About us Licenses
11	Weicome CNR Biblioteca Area della Ricerca di Bologna					Log out 👄
	and the second se	Borrowing	Lending	Reports	History	🛃 My users
	Trapest Display 100 - Per Sage Trapest Transmer Many					1 - 1 di 1 Rifermento
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	er manual JILIDE Worl Islescrystems About es Leenses Legal notice 68 1 = 二			6	Consig Bibli	llo Nazionale delle Ricerche ateca d'Area di Báloana

Figure 38: Example of lending display.

You can change the display of the list in the following ways:

- selecting from **Display number per page** the amount of references to show per page;
- clicking on 🔽 , which comes first the header of the first two columns, to show the requests respectively in ascending/descending chronological order or alphabetic order by the name of the library.

The complete data of the Borrower Library can be accessed by clicking on the name of the library, as also happens on the Borrowing tab. To manage the requests for articles in the list of the Lending tab, proceed clicking on the reference of interest. The displayed request form is divided into two sections:

• the first above shows the name of the Borrower Library, the date of the request, the ID number;

clicking the button opens the display of important details such as the number of weekly requests received by that same Borrower Library and eventually, if it is in the ACNP catalog, the journal location in the library that is managing the lending request (supplier library);

• the second one, marked by the Article label, shows the bibliographic references relating to the material to be supplied and the **Verify licenses** button.

Publication/Book title:		
Inorganica chimica acta (Online)		
Article/Section title:		
Author:	Other authors:	
Pear: 1967 Volume: 1 Issue:	ntial page: 49 Pinal page: 54 International	
heck your holdings CNROLINK		
To proceed with this lending request, click on the FIND Li	ZENSES button. The system will search for all appropriate licenses available for this document and show them to you.	
Given an ISSN and year requested (or an ISBN), the ALP	E database is searched.	
Management and a second s	Then, after clicking on the APPLY button, you will be able to complete your request under the terms and conditions allowed by	
the publisher.		
Tou can select the appropriate incense for your institution, the publisher. If you are not able to select any license or there is no lice consignment methods.	nse within those available appropriate for your library, click on DO NOT APPLY and proceed by selecting manually the	
Tou can select the appropriate incense for your institution, the publisher. If you are not able to select any license or there is no lice consignment methods. Please remember that electronic licenses apply to electro SUBJECT OLICENSES.	ne within those available appropriate for your bitray, citie on DO INDE APPLY and proceed by selecting manually the nice materials and thus for a landing request from a paper journal or book, cities on the FIND LICE/ISES builton and then on INOT	
To use select the appropriate intense for your institution, the publisher. If you are not able to select any license or there is no lice consignment methods. Please remember that electronic licenses apply to electro SUBJECT TO LICENSES. Learn more	ns within those available appropriate for your library, citio on DO MOT APPLY and proceed by selecting manually the nic materials and thus for a landing request from a paper journal or book, citids on the PNID LICENSES botton and then on NOT	
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Figure 39: Lending request.

The Lending request allows you to verify the licenses for use: go to 6.2.1 - Find Licenses.

6.2 Verify licenses

In the lending phase, the operator must first look for the license agreements relating to the electronic document that he wants to send to the borrowing library. NILDE, thanks to the integration with ALPE, allows you to easily check if the publisher allows the document delivery service for that document and what are the allowed conditions that must be respected when processing the request for lending. The various cases that can be presented are listed below.

- 1. Find license
- 2. Apply license
- 3. No license found
- 4. Not subject to license
- 5. Unable to find a license (missing ISSN)
- 6. Report a problem or ask for help

1 Find license

In order to proceed with the lending processing it is necessary to click on the button **Find licenses**. In this way NILDE will proceed to query ALPE (Electronic Periodic Licenses Archive) licences database, using the ISSN and the Year of the user's request as search parameters or the ISBN, in the case of a book chapter.

The **Find License** button does not work if the ISSN is missing in the user's request or if the ISBN is written in a different form than this: 978-3-16-148410-0 (the dashes must be included). In these cases, to proceed, the operator must correct the data before proceeding with the fulfillment.

Welcome CNR Biblioteca Area della Ricerc	i di Bologna	
		0.0
Requested by Biblioteca Area 3 Tecnico Scientifica - Universi	<u>à di Trieste</u> - 19:03/2015 - id:15176	••
2 requests sent in the week by the library <u>Biblioteca Area 3 Tecnico Scientif</u>	a - Università di Trieste	
ublication/Book title:		
ruclear tusion		
roperties of nitrogen-implanted berylium and its interaction		
uthor: 4. Charkofler	Other authors:	
- Oberkoner		
ar: 2010 Volume: 50 Issue: Initial page:	Final page:	
01:10. / ISSN: 0029-5515 Publisher: IOP Sc	encel Published in: SID: PMID:	
eck your holdings		
d ibris say		

Figure 40: Find license

In NILDE, all the standard licenses and the negotiated licenses valid for the entered search parameters will be displayed in a summary table. The libraries that have integrated NILDE with their SFX will have the advantage that ALPE will only display the licenses related to the resources subscribed by its institution (ie the active targets in SFX).

Moreover, in the case of negotiated licenses, only the licenses, subscribed by the institution to which the library belongs, will be displayed; while in the case of standard licenses, all the reference licenses for the requested electronic document will be displayed.

In this last case, to facilitate the choice, the system allows to associate to the institution the standard licenses related to the electronic resources subscribed.

0.056	ed with	this lending request,	click on the FIND LICENSES button. The sys	tem will search t	for all appropriate licenses	available for this document	t and show them	n to you.		
n an	ISSN	and year requested (o	r an ISBN), the ALPE database is searched.							
ou can select the appropriate license for your institution. Then, after clicking on the APPLY button, you will be able to complete your request under the terms and conditions allowed by re publisher.										
you are not able to select any license or there is no license within those available appropriate for your library, click on DO NOT APPLY and proceed by selecting manually the nsignment methods.										
ere	memb	er that electronic lice	nses apply to electronic materials and thus fo	r a lending requ	est from a paper journal o	r book, dick on the FIND LIC	CENSES button	and then on		
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Figure 41: Identified licences table.

The table shows the most relevant information for each license, related to:

- type of license
- period of validity of the license
- the publisher name

- DD/ILL (if DD/ILL service is allowed)
- International DD/ILL (if DD/ILL service to foreign libraries is allowed)
- Send by NILDE (if electronic sending is allowed via NILDE)
- Format of the allowed document

Clicking on the magnifying glass, you can view the full record of each license. Moving the mouse on the table data, you can view the explanatory captions of the different icons used.

		⊗ DDMLL permitte
Institute of Physi	cs Publishing (IOP) - iop.org	
Negotiated 🖀		
Start Date: End Date:	1 January 2016 31 December 2016	
Subscriber:	Ministero della Salute - Progetto Biblios	an Project
Publisher/Aggregator ho the copyrig	lds _{Yes} ht:	
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DD/ILL Clause Text:		
DD/ILL Clause Text: G웹 The Licensee may supply an by posto, fax or secure transmiss study and not for commercial use	other library within Italy a single print copy or an on (using Ariel, Nilde or its equivalent, whereby t	electronic original of an individual document being part of the Licensed Materials. Supply shall be the electronic file is deleted immediately after printing) for the purposes of research or private
DD/ILL Clause Text: The Licensee may supply an by posto, fax or secure transmiss study and not for commercial use Sending methods:	other library within Italy a single print copy or an ion (using Ariel, Nilde or its equivalent, whereby t mail, fax or secure electronic transm	electronic original of an individual document being part of the Licensed Materials. Supply shall be the electronic file is deleted immediately after printing) for the purposes of research or private nission (ARIEL, NILDE or equivalent systems)
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DD/ILL Clause Text: The Licensee may supply an by posto, fax or secure transmiss study and not for commercial use Sending methods: Document Format: Obligations for borrowing lik	other library within Italy a single print copy or an ion (using Ariel, Nilde or its equivalent, whereby t mail, fax or secure electronic transm Digital hard-copy of publisher's origi	electronic original of an individual document being part of the Licensed Materials. Supply shall be the electronic file is deleted immediately after printing) for the purposes of research or private nission (ARIEL, NILDE or equivalent systems) inal file
DD/ILL Clause Text: The Licensee may supply an by posto, fax or secure transmiss study and not for commercial use Sending methods: Document Format: Obligations for borrowing lik Obligation to delete file immediat	other library within Italy a single print copy or an ion (using Ariel, Nilde or its equivalent, whereby t mail, fax or secure electronic transm Digital hard-copy of publisher's origi rary aly after printing	electronic original of an individual document being part of the Licensed Materials. Supply shall be the electronic file is deleted immediately after printing) for the purposes of research or private nission (ARIEL, NILDE or equivalent systems) inal file
DD/ILL Clause Text: The Licensee may supply ar by posto, fax or secure transmiss study and not for commercial use Sending methods: Document Format: Obligations for borrowing lik Obligation to delete file immediate Delivery format for end-user	other library within Italy a single print copy or an ion (using Ariel, Nilde or its equivalent, whereby t mail, fax or secure electronic transm Digital hard-copy of publisher's origi rary	electronic original of an individual document being part of the Licensed Materials. Supply shall be the electronic file is deleted immediately after printing) for the purposes of research or private nission (ARIEL, NILDE or equivalent systems) inal file
DD/ILL Clause Text: The Licensee may supply ar by posto, fax or secure transmiss study and not for commercial use Sending methods: Document Format: Obligations for borrowing lik Obligation to delete file immediat Delivery format for end-user User request only for purposes of	other library within Italy a single print copy or an ion (using Ariel, Nilde or its equivalent, whereby t mail, fax or secure electronic transm Digital hard-copy of publisher's origi rrary aly after printing	electronic original of an individual document being part of the Licensed Materials. Supply shall be the electronic file is deleted immediately after printing) for the purposes of research or private nission (ARIEL, NILDE or equivalent systems) inal file Paper copy
DD/ILL Clause Text: The Licensee may supply ar by posto, fax or secure transmiss study and not for commercial use Sending methods: Document Format: Obligations for borrowing lit Obligation to delete file immediat Delivery format for end-user User request only for purposes of Borrower library type	other library within Italy a single print copy or an ion (using Ariel, Nilde or its equivalent, whereby t mail, fax or secure electronic transm Digital hard-copy of publisher's origi arary aly after printing	electronic original of an individual document being part of the Licensed Materials. Supply shall be the electronic file is deleted immediately after printing) for the purposes of research or private nission (ARIEL, NILDE or equivalent systems) inal file Paper copy
DD/ILL Clause Text: The Licensee may supply ar by posto, fax or secure transmiss study and not for commercial use Sending methods: Document Format: Obligations for borrowing lit Obligation to delete file immediat Delivery format for end-user User request only for purposes of Borrower library type Supply only to organizations with	other library within Italy a single print copy or an ion (using Ariel, Nilde or its equivalent, whereby t mail, fax or secure electronic transm Digital hard-copy of publisher's origi rary aly after printing research or private study in same country	electronic original of an individual document being part of the Licensed Materials. Supply shall be the electronic file is deleted immediately after printing) for the purposes of research or private nission (ARIEL, NILDE or equivalent systems) inal file Paper copy

Figure 42: License details.

To unfulfill the request if you do not have the document it does not need to click on the Find licenses button, but you can simply proceed as usual by clicking directly on the Unfulfill button (go to paragraph 6.3 - Request fulfillment or unfulfillment).

2 Apply License

From the list of licenses displayed in the summary table, you will need to select your reference license and click on the **Apply** button.

The software will proceed by automatically applying the conditions stated in the license.

For example:

- if the publisher's license does not allow the DD/ILL service, the system will only display the **Unfulfill** button and will block the possibility to fulfill further the request. In this case it will then be necessary to continue selecting among the reasons for Unfulfillment the entry "DD not allowed by the license or number of pages exceeding the 15% of the issue/volume"; for further information about how to unfulfill a lending request, go to Fulfill or Unfulfill a request.

- if the license allows the DD/ILL service, but does not allow any type of electronic submission, the system will display the button **Fulfill** (Fulfill or Unfulfill a request.) and, in the next screen, between the

types of delivery it will allow only those allowed by the publisher (in this case mail and fax) and it will inhibit all the other options (which will be displayed in gray and not selectable).



Figure 43: Licence found: select permitted delivery.

3 No license found

In the case that the system does not return any license, the first operation to do is to check if there is a reference license for the previous years to the one in which you are operating. In fact, the system displays the licenses valid for the current year by default. To check it, simply change the year from the drop-down menu search and select a previous year. If the system finds a license for the previous year, it is possible that the license has not yet been updated for the current year or that an updated standard license is not published on the publisher's site. It is possible to request a license update (send a report following the instructions in point 6. Report a problem or ask for help) and in the meantime continue applying the conditions of the previous year.

If, on the other hand, even if you change the year of validity, no license has been found, it is possible that:

- the publisher standard license has never been included in the ALPE database (send report following the instructions in point 6.2.6 Report a problem or ask for help);
- the licence negotiated by your organization/consortium has never been included in the ALPE database (in this case you can ask to join ALPE for the entry of the licenses);
- your institution does not appear among the subscribers of the negotiated license, although entitled to it (send report following the instructions in point 6.2.6 Report a problem or ask for help);
- although the license is present in the database, the ISSN is not associated with any license for some of these reasons: wrong license platform URL, inactive SFX Target, inconsistency with Institutional SFX Target. It is possible to check if a license is present (but not displayed) searching directly in the public ALPE database, without being logged in, with the name of the publisher or with ISSN and year of the request.

4 No subject to license

In the case of fulfillment of a request for a print document, it does not need to refer to the conditions of use specified in the licenses (which come into force only referring to electronic resources). In this case, to proceed to fulfill you need to click on the button **Find licenses** and then on the button **Not subject to license**. In the following phase this will allow to proceed with the fulfillment by selecting the appropriate type of delivery.

See NILDE and copyright.

5 Unable to find a licence (missing ISSN)

NILDE can query ALPE only if the ISSN or ISBN is present in the request. If the data is missing NILDE will display a button with the following message: "Unable to find the license for this request". In this case it is possible to complete the data of the request by proceeding as follows:

- Enter the ISSN and save the request (by clicking on the button \bigvee at the top right);

- Then reopen the request and proceed to fulfill lending by clicking on the **Find License** button. In this way NILDE will be able to query ALPE.

Publication/Book title:		
no issn		•
fiffifff		
Author	Other authors:	
	Ouer addres.	
fear: 2000 Volume: Issue: Ir NOI: 10, / ISSN: Publi	nitial page: Final page: SID: PMID:	
Pear: 2000 Volume: Issue: Ir XXI: 10, / ISSN: Publi Neck your holdings XLfbris srx	nitial page: Final page: SID: PMID:	
ear: 2000 Volume: Issue: Ir OI: 10. // ISSN: Publi reck your holdings xLfbris srx	ntial page: Final page:	
Gar: 2000 Volume: Issue: Ir NOI: 10. / ISSN: Public heck your holdings xxLfbris srx	nitial page: Final page: stor: PMID:	
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Mar: 2000 Volume: Issue: Ir DOI: 10. // ISSN: Public heck your boldings ixtfbrits srx Issue: Ir	nitial page: Final page: SID: PMID:	

Figure 44: Unable to find a licence (missing ISSN)

6 Report a problem or ask for help

1. No license found or incorrect licence

If no license has been found or if the system shows a license that does not correspond to the requested DD item (for example, a mismatched publisher), it is necessary to send a missing or incorrect license message to alpe-support@area.bo.cnr.it , reporting in the e-mail subject line the wording: MISSING LICENSE or ERRATA and reporting all the following data:

- library username (Login NILDE),
- ISSN and year of the request,
- journal publisher,
- link of the downloaded .pdf to send to the borrower library,
- access link to the journal in the "institutional" SFX catalog (only for libraries that have integrated their SFX in NILDE),
- screenshot (just in case of incorrect license and not for missing licenses).

2. Missing license for the current year

If no license has been found for the current year, the license can be updated by sending an alert to alpesupport@area.bo.cnr.it, reporting the following data in the email: ISSN and year of request, publisher name, access link to the full text.

3. Interpretation questions

If instead you believe that there are errors in the reported clauses or difficulties of licence interpretation, please report it to alpe-support@area.bo.cnr.it, explaining the reason of the problem in the email text.

6.3 Request fulfillment or unfulfillment

REQUEST FULLFILLMENT

Proceed to the fulfillment by clicking on the FULFILL button, which appears only after you have searched for the license (see 6.2 Verify licenses).

Licenses					
To proceed with this lending request, click	on the FIND LICENSES button. The st	ystem will search for all appropriate lie	censes available for this document and show them to you.		
aven an ISSN and year requested (or an IS you can select the appropriate license for the publisher.	SBN), the ALPE database is searched. your institution. Then, after clicking o	n the APPLY button, you will be able to	complete your request under the terms and conditions allowed	y.	
f you are not able to select any license or consignment methods.	there is no license within those availa	ble appropriate for your library, click o	n DO NOT APPLY and proceed by selecting manually the		
Please remember that electronic licenses SUBJECT TO LICENSES. Learn more	apply to electronic materials and thus	a for a lending request from a paper jo	urnal or book, click on the FIND LICENSES button and then on No	T	
Please remember that electronic licenses SUBJECT TO LICENSES. .ecrn more All years	apply to electronic materials and thu	s for a lending request from a paper jo	umal or book, click on the FIND LICENSES button and then on No	r v	
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Nesse remother that electronic licenses <u>Letti more</u> . All years All years If the journal is in printed format, click menu or continue by clicking on PROC	apply to electronic materials and the on NOT SUBJECT TO LICENSES. If the SEED WITHOUT LICENSE. If you would	I for a lending request from a paper jo be journal is in digital format, try searc I like a license to be added to the ALPI Not subject to licenses	unal or book, click on the FIND LICENSES suctors and then on NC handles and the second secon	r •	
Please remother that electronic licenses <u>Learn more</u> . All years All years No license found. If the journal is in printed format, click menu or continue by clicking on PMOC	spyly to electronic materials and the	sfor a landing request from a paper jo ne journal is in digital format, try searc I like a lannes to be added to the ALP feet subject to licenses	unal or book, click on the FIND LICENSES button and then on N and a second second Biological second secon	r •	

Figure 45: Fulfill/unfulfill buttons.

Then, a box will appear below, allowing you to choose the method of delivery of the document, after having filled in the mandatory fields, marked with an asterisk (number of pages of the document you are about to send and operator that manages the lending) and any optional fields.

Nessuna licenza trovata. Se la rivista è in formato cartaceo clicca su NON SOGGET tendina o proseguire cliccando su PROCEDI SENZA LICEI	TO A LICENZA. Se la rivista è in formato elettronico provare a ripete IZA. Se vuoi richiedere l'inserimento della licenza clicca sul bottone	re la ricerca cambiando l'anno di validità nel menu a O e segui le istruzioni.		
Θ	Non soggetto a licenza	Procedi senza licenza		
			J	
Note della biblioteca fornitrice:				
N. protocollo fornitrice: N. pagine: 36 • Operator Seleziona il tipo di consegna: NILDE v •	• Cristina •			
Attenzione: • I bottone FWDI ron sach visible fon a quando non é • una vola caricatio un file sul server fHLDE non sach por • a possible caricare 1 solo file • a damessione massima é di 5 MBI • possible caricare 1 SOLO FHE nei formati PDF, JPG • Sa file e FOF é possible che vera tradionato tamé Attegr file	tato allegate un file transite i battone "Allega file" bible modificare la modalità di evasione GREG, GIT, ITE, TIE, DIRP, PILG i processo di Digital Haud Copy per la convesione in "PDF Imma	igny"		
A Inviando questo form, mi impegno e garantisco di attenermi al In tutte le fasi di fruizione dei Servizi IIILZE o comunque ad esse c Mi impegno ad informare adegustamente i richidenti tirca i limito	rispetto della vigente normativa sul Diritto d'Autore (Legge n.833 del 22 nnesse o correlate e per tanto in particolare, ma non solo, mi impegni di utilizzazione dei documenti formit mediante i Servisi III.DE.	141941 e successive modifiche e integrazioni) e alle clausole co ad effettuare e fornire le copie dei documenti richiesti assolve	ntrattuali in essere con il litolare dei diritti di proprietà intellettuale sui documenti formii do direttamente ogni e qualsiasi onere correlato alla realizzazione di dette copie.	
				Ø

Figure 46: Request fulfillment: filling in required fields.

5 delivery methods are available and can be selected:

• *NILDE*: electronic sending of the document by the SED system of NILDE (Secure Electronic Delivery). The document is uploaded to the NILDE server and will be available for the borrowing library during the 7 days following the date of fulfillment. NILDE allows electronic sending of image formats only (eg: PNG, TIFF, JPG ...) and PDF files. The file size cannot exceed **15 MB**. If you opt for this type of delivery, click on the "**Attach file**" button to choose the file from your

computer and attach it to the request. Once the file has been selected, it will be automatically loaded on the NILDE server (an animated progress icon will indicate the process in progress), and at the end the "**FULFILL**" button will appear to conclude the lending operation;

0	Not subject to licenses	Proceed without license	
ler library notes:			
er protocol number: Bases number: 3	6 • Operatori Cristina		
er protocor number. 3	o Operator: Cristina		
mina:			
the Fulfill button will not be visible unless y is not possible to change the delivery method it's notechills to attach only 1 file	ou haven't attached one file by clicking "Attach file" button od once loaded a file on NILDE server		
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Figure 47: Request fulfillment: attachment.

- *Mail*: the document is sent in print format by mail;
- *Fax*: the document is sent by fax;
- *Ariel/Prospero*: this option allows simple memorization, for statistical purposes, of the type of selected sending. The sending operation must be performed through by the Ariel or Prospero software, and it is an operation outside NILDE, as well as sending by fax or by mail;
- *Other*: it is strictly recommended to use this type of sending only if the article has been provided by the library with delivery methods different from those provided (NILDE, Ariel ..).

UNFULFILLED REQUEST

In case the library is not able to satisfy the request, it is necessary to click the **Not FULFILL** button. Under the request form a tab opens in which to declare the unfulfillment reason. The following fields are required:

- *Operator*: enter the name of who is proceeding with the unfulfillment;
- Select the unfulfillment reason: choose the type of unfulfillment from those proposed in the list (wrong bibliographic reference, journal/volume not owned, issue/volume not available, DD not permitted by license or article pages above the 15% limit of the issue/volume, order exceeding the maximum number of weekly requests, other types of unavailability)

Supplier library notes:		
	and the second	
Supplier protocol number:	Operator: *	
Select not fulfillment reason :	•	
🗙 Not fulfill	Wrong bibliographical reference Journal/volume not owned	
	Issue/volume not available	
	DD not permitted by licence or number of pages above the 15% limit of issue/volume	
	Order exceeding the limit of weekly requests	

Figure 48: Unfulfillment reason.

The optional field Notes of the supplier library can be used to communicate to the borrower library further information regarding the reason of unfulfilled request.

6.4 How to accept a cancellation request

The borrower library can request the cancellation of a request. It is possible to accept the cancellation by clicking on the **Accept cancellation** button.

Attention: if you wish to delay the processing of request Fulfillment/Unfulfillment it is possible to click

on the closing button 🤒

NILDE reports that is not possible to open other requests if the operations started on the previous request have not been completed (closing or Fulfill/Not fulfill). If it is not possible to access the previous request taken in charge previously and not processed, it is necessary to close the browser and restart it or exit NILDE and log in again.

If the cancellation request is not accepted within **5 days from the date of request**, the system will automatically cancel the request.

6.5 Request outside NILDE

The new version of NILDE also allows to keep track of outside NILDE (ON) exchanges involving your library as a supplier and libraries not belonging to NILDE. To register these exchanges within the system, simply click on the **New request** button located on the left at the top of the lending section.

-	NILDE Netern Inter-Liberty Desenant Estheoge		Home N	lyNILDE Use	r manual NILD	E World Abo	ut us Licenses
N	Welcome CNR Biblioteca Area della Ricerca di Bologna						Log out 🔿
			_	-	_	_	
	Were request		Borrowing	Lending	Reports	History	My users
	Display All • 100 • per page						
		No elements to display					
	iser manual NILDE World Subscriptions About us Licenses Legal notice				6		
						Cores Bed	glio Nazionale delle Ricentre icteca d'Area di Boloana

Figure 49: Register Outside NILDE request.

Select the type of document (Article, Book)

NILDE Welcome CNR Biblioteca Area della Ricerca di Bologna	Home MyNILDE User manual NILDE World About us Licenses
Seect the document type: > Article > Part of a Book	
User manual NLDE World Sebscriptions Abort us Licenses Legal notice	Congle Natorde oble Roche Bibliotea d'Ave d'Ibitaria

Figure 50: Document type selection.

Then fill in the required fields with bibliographic references, as in any other entry. In addition, the information on the requesting outside NILDE library and the transaction dates must be entered in the request form. Once the request has been filled in with all the necessary data, it is processed with the Fulfill or Not fulfill buttons, as for the internal requests of NILDE.

		8
Dutside NILDE lending Borrower library: Biblioteca Medica Ente Ospedaller	o Ospedali Galliera	
Request date: / / / *		
Irticle		
Publication/Book title:		•
Author:	Other authors:	
Year: Volume: Issue: Ini	tal page: Final page:	
DOI: 10. / ISSN: Publis	er: Published in: SID: PMID: PubliQed C	
V Fulfill		🔀 Not fulfill

Figure 51: Fill in outside NILDE request.

The list of the outside NILDE libraries is updated by the NILDE manager by reporting of the network libraries.

7 STATISTICS, DATA EXPORT AND REQUESTS HISTORY

NILDE provides several tools to monitor and assess the document delivery service. Those tools are explained in details below and should be selected according to the specific needs:

Reports: the tool offers a comprehensive overview on the service offered through NILDE;

- **Export:** each library is allowed to export data about the service offered through NILDE by the library, the institution or the consortium. Files are in .csv format (comma delimited format);
- **History:** each library can retrieve and inspect full details about all the previous completed users' borrowing and lending requests (fulfilled or archived).

7.1 Reports

This section reports the statistics about the usage of NILDE and are very useful to monitor and evaluate the characteristics of the service delivered by a library to individual users and to other libraries of the network through NILDE. Reports are gathered in three groups: Globals, Library and Users.

The first one provides information about the number of exchanges and the trend through years, highlighting for instance the most requested 20 journals (see fig. 52).



Figure 52: Example of global report/usage reports.

Statistics in the Library group displays information about the exchanges among libraries in each year, highlighting for instance the number of exchanges within and outside NILDE system in the selected year (fig. 53).



Figure 53: Example of library report.

Statistics in the Users group provide information about the distribution of individual users' requests in the selected year (fig. 54).



Figure 54: Example of users report.

7.2 Export

Data in the Reports tab can be exported by clicking on Export. In the page, different options regarding the type of data and the year to which they refer can be selected.

Data are exported as a .csv file (comma delimited file), which can be readily open in Microsoft Excel or in any similar software.

There are three main types of data:

Library Reports: information regarding the activity of the library can be downloaded;

Library Reports - Ins	titution's Reports - Project's or Consortium's Reports		
Year 2018 🔪	Library Reports ② Global exchanges Global borrowing requests N. of requests/supplies (grouped by status) Medium exchanges tumaround time (lending) in day Journals/Parts of a Book requested Journals/Parts of a Book supplied N. of active users (at least 1 request at year) N. of enabled/disabled/waiting users	<u>/5</u>	

Figure 55: Library Report.

Institution's Reports: information regarding the activities of each library within the same Institution can be downloaded (each library within the Institution who subscribed to NILDE in the selected year is allowed to download those data);

Figure 56: Institution's Report.

Project's or Consortium's Reports: information regarding a project and/or a consortium of libraries can be downloaded (in this case each library participating to a joint project or to a consortium can download the statistics related to a selected year).

7.3 History

In this section, information regarding previous deliveries can be stored. Search can be done For library, For user or For ID.

When searching For library, further refinements are allowed by selecting:

- lending or borrowing request;
- one or more libraries;
- time span.

OFor library OFor user OFor ID		
Request's type: Borrowing 🧹		
Library: All		~
Forward: From / / / _ / To / / _ /	×	
Search		

Figure 57: History for library.

If a For user search is done, information can be retrieved by:

- all users or a single one;
- time span.

In both cases the time span covers at most **2 years** (the present year and the previous one), because of data protection.

Sea	earch in the History
	OFor library @For user OFor ID User: All Requested on: From I Search

Figure 58: History for user.

If the search is done by ID, it is necessary:

- selecting the ID user order or the ID library order;
- filling in the ID space, indicating the code identifying the request that should be inspected.



Figure 59: History for ID.

8 MANAGING USERS' DATABASE

In the **My users** window, it is possible to display information about those users of the library that made a registration to NILDE. It also allows to manage users' database, to associate an Institute/Department for each user and to export data.

Welcome Biblioteca del Polo Centrale. Area delle Scienze Giuridiche						Log out 👄
			Borrowin	ng 🚺 Lending 🛐	Reports 🔲 History	🖪 My users
cted users	200 A					Department
Fotal users: 99	Display 10	0 v per page		Search by:	ast Name	1 - 99 c Q. Search
86		▼User			▼ Title ▼ In	st./Depart. Reg. date
e i de la companya de		Aliquò Luciano Pietro (luciano.aliquo@live.com)	luciano.aliquo	STUDENTE LAUREA SPECIALISTIC	DA	2015-04-28 09:52:52
2		Amato Antonino (amatoant@unime.it)	-	DOTTORANDO		2017-11-30 21:49:37
		Arena Giuseppe (giuarena@unime.it)		LIBRARIAN		2017-04-11 11:10:17
		Bartolone Tindara (brttdr90c42e606n@studenti.unime.it)		STUDENTE LAUREA SPECIALISTIC	2A	2015-11-24 10:42:01
		Basile Rosa (basiler@unime.it)		RICERCATORE		2017-04-20 12:09:12
		Battaglia Giuseppa (gbattaglia@unime.it)		LIBRARIAN		2017-06-08 14:46:25
		Battaglia Giuseppa (gbattaglia@unime.it)		LIBRARIAN		2018-07-26 14:44:25
		Belvedere Daniela (dbelvedere@unime.it)		CULTORE DELLA MATERIA		2016-04-24 17:56:08
		Bertolami Giuliana (giuliana.bertolami@studenti.unime.it)	-	LAUREANDO		2018-03-02 11:33:02
		Bottari Angela (angbottari@unime.it)		LIBRARIAN		2016-04-22 09:50:02
		Brunello Vincenzo (bibbot@unime.it)	-	PERSONALE TECNICO-AMMINISTRA	πνο	2018-04-10 08:12:04
		Buccisano Andrea (buccisan@unime.it)		RICERCATORE		2018-05-22 16:15:24
		Busacca Carlo (cbusacca2545@gmail.com)	carlobusacca	PROFESSORE ASSOCIATO		2018-04-09 11:53:21
		Cacciola Santina (santina.cacciola@studenti.unime.it)		LAUREANDO		2018-10-19 10:37:11
	_			CTUDENTE I AUDEA MAGICTRALE	A	0017-00-10

Figure 60: List of library users

Some specific icons in the top of the window may provide additional information regarding the status and number of users:

- displays all enabled, disabled and pending users; this icon is preselected when "My users" window opens;
- displays only enabled users;
- *displays only pending users;*
- displays only disabled users.

The meaning of each icon is reported in the box on the left of the section. It can be also retrieved by pointing the mouse over each of them. For the libraries who used the previous version of NILDE, three additional icons (green, yellow and red) are reported. They are marked by the subscript **NILDE v.3** and refer to those users who did not update their account.

By clicking on each icon, the list of users are reported below in different columns that refer to:

- User: it contains a user's forename and family name along with his/her email address;
- *Username*: it indicates the username selected during the registration. For users accessing NILDE through a IDEM-GARR account, the username is not displayed and is substituted by three lines;
- *Title*: it contains the title selected by the user;
- *Inst./Depart.*: it displays the name of the Institute/Department selected by the user during the registration. Alternatively, it can be selected by the Library after the registration;
- *Reg. date*: it indicates the date of registration to NILDE;
- Status: it associates to the user the icon representing his/her status (enabled, disabled, pending).

Below the set of icons, two additional options facilitate the display and search of users. It is possible to change the way in which users are displayed in the following ways:

- selecting from the option Display number per page the maximum number of users to display in each page;
- sorting the information in each column in alphabetical, chronological or status order (both ascending or descending).

It is not necessary to scroll down the entire list, but information about a specific user can be retrieved by applying a filter (surname, name, department/institute or title) and clicking on **Search**.

Before starting a new search, the option $\mathbf{complete}$ list should be checked.

Users' status is displayed in the last column $({\bf Status})$ by the specific icon.

To change the status of any user, click on the name in the column User. In the box on the left the user setting is displayed, along with all the possible actions according to his/her status:

- Selecting **Disable**, the NILDE service becomes unavailable for that user, whose information are maintained in memory. Later he/she can be enabled again or eventually deleted from the system;
- And and : by clicking on **Enable** the user is allowed to exploit NILDE service. Instead by clicking on **Delete**, information about the user are definitively removed from the system.

8.1 Managing the Departments' list

Clicking on the icon

Departments

Users can be classified according to their Institute/Department. In this way, you can generate a list of users according to their affiliation. This approach makes easier to supply the requested paper.

on the top-right corner, a new box appears.

			Borrowin	g 🛃 Lending	Reports	E History	😫 My users
333 A							Departmen
No depart	Enter dep	partment					
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Figure 61: Add or rename department.

If you want to add a new Department, you can enter its name here and click on Enter department. The name of the new Department will appear below in alphabetical order. For each Department in the list, you have three options, marked by the icons in the list on the right hand side:



If you want to associate a user or a group of users to a specific department, you should follow the steps below:

- from the users' list, you select the box(es) referring to the user(s);
- from the departments' list, you select I close to the selected department.

After this procedure, you will notice that for each user the name of the selected department will appear in the column Inst./Depart.

If you need, you can rename, cancel or modify the affiliation of each user. Removing a department from the list does not remove users, but they can be reassigned to other departments later.

8.2 Exporting data

The updated list of users can be exported in a .CSV format (comma delimited file) and imported in Excel



by clicking on the icon \Box

This is a useful option, if you want to create a mailing list.

In fact, the exported file contains the personal details of users, including their status, the type of their account and their email (only password are removed from the information of each user).

9 HOW TO USE THE SOFTWARE

To use NILDE 5.x efficiently, it is recommended to use Mozilla Firefox, which NILDE supports totally. Other browsers (such as Safari, Opera, Google Chrome and Epiphany) are compatible but they may encounter small graphics rendering problems.

Microsoft Internet Explorer, version 7.0, is only partially supported; In fact, NILDE has some graphical incompatibilities and Javascript malfunctions (as the browser does not completely meet the W3C standard requirements) and therefore its use is not suggested.

For the upgraded versions 8, 9 and 10 instead, the compatibility with NILDE is almost complete and only small graphic faults are displayed.