



NILDE

Network Inter-Library Document Exchange

End User Manual

2021

CREDITS

First version of Nilde 4.0 User Manual: November 2010

Edited by Elisa Buzzetti, Jessica Palmieri e Silvana Mangiaracina, with the collaboration of Diego Malipiero, Alessandro Tugnoli and Silverio Giancristofaro (National Research Council, Bologna Research Area Library).

Second revision of NILDE 4.0 User Manual: April 2012

Edited by Francesca Brunetti, Paola Domina, Stefano Guarise, Gustavo Filippucci, Monica Ortolan, Rosella Magno, Alessandro Tugnoli (Committee of Nilde Libraries) Contributors to "Integration of databases in NILDE": Laura Tavoloni (University of Tuscia), Luisa Schiavone (INAF- Astrophysical Observatory of Torino), Elena De Carolis (Sapienza University, Rome) e Vincenza Iossa (Council of Ministers, Chigiana Library)

Revision of NILDE 5.0 User Manual: January 2017

Revision and readapted for the new web portal by Carmen Ingrid Di Nunno, Cristina Morroni, Federica Nieri, Ornella Russo e Silvana Mangiaracina (National Research Council, Bologna Research Area Library).

Revision of NILDE 5.0 User Manual: September 2019

Revision and editing by Giovanna Colombo (Como Science Library, Insubria University), Loriana Maimone Ansaldo Patti (Library Services, Messina University), Gabriela Carrara (National Research Council, Bologna Research Area Library).

English translation of NILDE 5.0 User Manual: Settembre 2019

Giovanna Colombo (Como Science Library, Insubria University), Loriana Maimone Ansaldo Patti (Library Services, Messina University), Gabriela Carrara (National Research Council, Bologna Research Area Library), Franco Reuspi e Carmen Spisa (School of Humanities libraries, Genoa University).

Revision of NILDE 5.0 End Users Manual: December 2019

Revision and update of the End Users manual by Debora Mazza, Gabriela Carrara, Alessandro Tugnoli and Silvana Mangiaracina (National Research Council, Bologna Research Area Library).

Creation of the printable .pdf version of the NILDE 5.0 User manual and of the End Users manual: December 2020

Editing, correction and check by Gabriela Carrara, Silvana Mangiaracina e Debora Mazza (National Research Council, Bologna Research Area Library), Giovanna Colombo (Como Science Library, Insubria University), Loriana Maimone Ansaldo Patti (Library Services, Messina University).

English translation of End Users Manual NILDE 5.0: June 2021

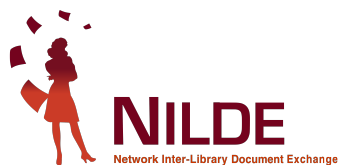
Giovanna Colombo (Como Science Library, Insubria University), Loriana Maimone Ansaldo Patti (Library Services, Messina University), Gabriela Carrara (National Research Council, Bologna Research Area Library), Franco Reuspi e Carmen Spisa (School of Humanities libraries, Genoa University), Andrea Mainardi (Library of Sciences, Pavia University) and Emanuela Secinaro (INRIM, Torino).

Spanish translation of End Users Manual NILDE 5.0: July 2021

Carmen Lomba Gutiérrez (Cantabria University Library, Spain). Editing, correction and check by Giovanna Colombo (Como Science Library, Insubria University) and Gabriela Carrara (National Research Council, Bologna Research Area Library).

Abstract

This manual is expressly dedicated to users of libraries that adopt the NILDE software.



- 2020 Biblioteca D'Area del CNR di Bologna.

This document has been made using L^AT_EXfree software, written by Leslie Lamport, maintained and developed by LaTeX3 Project and distributed under the LaTeX Project Public License (LPPL).

L^AT_EXConversion's author: **Gabriela Carrara**

Contents

1	What is NILDE Users	6
2	User Registration	6
2.1	Registration - Traditional account	7
2.2	Registration - Institutional account with IDEM-GARR credentials	10
2.3	Migration from a Traditional to an Institutional account	13
3	USER LOGIN AND ACCOUNT RECOVERY	13
4	ACCOUNT RECOVERY	14
5	Reference manager	15
5.1	Changing personal data	16
5.2	Labels	17
5.3	How to insert and request a bibliographic reference	18
5.4	Status of the request	21
6	NILDE integration via OpenURL Resolver with databases and the main bibliographic resources of the web	21
6.1	Web of Science	22
6.2	Scopus	24
7	Pubmed and NILDE	24
7.1	Outside tool	24
7.2	Entering the PMID code in the request form	25
8	Integration NILDE - EndNote Click (formerly Kopernio)	27
9	NILDE - Zotero Configuration	28
10	Why haven't I received the pdf?	30

List of Figures

1	NILDE login page with the highlighted registration box for new users	6
2	Registration of a traditional user without IDEM-GARR institutional account: form to fill in with username and password	7
3	User registration: selection of the library. In the figure, a list of libraries searched by Institution.	8
4	User registration: form with personal data	9
5	User registration: summary of the information (end of registration)	9
6	Registration panel for an IDEM-GARR institutional account.	10
7	Option to select for an IDEM-GARR institutional account	10
8	Registration of a user with an institutional account: redirection to IDEM WAYF Service and selection of the Institution	11
9	Insert the credentials in the Identity Provider. In this figure, the Institution selected is the University of Messina.	11
10	User registration with an institutional account, after the authentication on the Identity Provider of the Institution.	12
11	User registration with an institutional account: selection of the library which the user wants to register to. The list shows only libraries belonging to the Institution.	13
12	Login to NILDE: traditional and institutional login	14
13	Login to NILDE with <i>I can't remember my login data!</i> to recover the credentials	14
14	Process to recover credentials: form to fill in	15
15	Process to recover the credentials: the new credentials to access to NILDE	15
16	NILDE Users Reference Manager.	16
17	Screenshot of NILDE Users Reference Manager. The Welcome button is highlighted. Clicking on it you can visualize or change your personal data.	16
18	"My account" section with user's personal data.	17
19	Screenshot of the menu where personal data can be changed.	17
20	Detail of the section where it is possible to create, apply or remove labels to documents.	18
21	How to enter or request a new document: selecting the document type to insert or request.	18
22	How to enter or request a new document: the descriptive fields available when requesting an Article.	19
23	How to enter or request a new document: the descriptive fields available when requesting a Part of a Book.	19
24	How to enter or request a new document: Additional data to fill in if you send the request to the library.	20
25	Reference manager of NILDE users with the detail of the bibliographic reference that you can request by clicking on "Request".	21
26	Reference manager of NILDE users with the detail of the request of the document that has been received.	21
27	Bibliographic record in Web of Science database with the institutional link resolver button highlighted.	22
28	Link resolver menu from which it is possible to make a request with NILDE.	23
29	NILDE login screen with notice of data entry via OpenURL.	23
30	Bibliographic reference screen with automatically compiled bibliographic metadata from the database or link resolver.	24
31	Bibliographic record in the Scopus database with the Ask NILDE button.	24
32	Bibliographic record card in the PubMed database with the NILDE-Bibliosan icon on the right.	25
33	Bibliographic record card of the PubMed database with highlighted the PMID code to be copied in the relevant field of the new reference on NILDE.	25
34	Screenshot of the new NILDE bibliographic reference with the PMID field highlighted with the article code entered.	26
35	Confirmation pop-up for importing data from PubMed.	26
36	Bibliographic reference screenshot with bibliographic metadata automatically compiled from PubMed PMID. Please note that the abstract is also imported.	26

37	Bibliographic record in the Web of Science database with the EndNote Click (formerly Kopernio) plug-in on the left configured to generate an OpenURL request on NILDE. . .	27
38	List of bibliographic records in the PubMed database and the various search results performed by EndNote Click (formerly Kopernio).	28
39	Zotero options screen inside the Advanced item with highlighted the data to be entered for the manual configuration of the OpenURL resolver.	29
40	Zotero reference manager with open the menu derived from the green arrow symbol with the item "Search through the library" selected to request the bibliographic reference on NILDE.	29
41	NILDE login screen with notice of data entry via OpenUrl.	29
42	Bibliographic reference screen with automatically filled bibliographic metadata from Zotero.	30

1 What is NILDE Users

NILDE (Network for Inter-Library Document Exchange) is a web software for document delivery service between libraries. Over time, a network of libraries (NILDE Community) has grown, willing to share their bibliographic resources in a spirit of collaboration, in order to provide their users with a quality service of document retrieval by using the NILDE software. **Within the NILDE community, libraries exchange documents almost always free of charge, in compliance with copyright law and licensing agreements with publishers.**

At present date, about 900 libraries belonging to different nations, institutions and disciplinary fields are part of the NILDE Network, to which almost 70,000 users including researchers, teachers, students, freelancers or ordinary citizens belong. The reference website of the NILDE community of libraries and users is: <https://nildeworld.bo.cnr.it/>

NILDE users

NILDE users is the software interface dedicated to library users.

NILDE users offers:

- **Management of your own bibliography**
- **Request of Document Delivery (DD) service to your library**
- **Institutional authentication through the Italian Federation IDEM-GARR** (<https://www.idem.garr.it/>)

In order to use NILDE, users must first request registration and be enabled for the service at one of the libraries of the NILDE network, the list of which is available here: <https://nildeworld.bo.cnr.it/en/content/libraries>

NILDE users is the software interface dedicated to library users.

2 User Registration

If a user wants to send DD requests to the library he refers to, he must have a NILDE account. To create an account, click on **Register to the NILDE service of your Library**, as shown in figure 1.

Figure 1: NILDE login page with the highlighted registration box for new users

There are two kinds of registration:

- the creation of a traditional account, with credentials provided by NILDE system
- the creation of an institutional account using IDEM-GARR credentials

During the registration, the user is asked if he has got an institutional IDEM-Garr account; the system will guide the user in creating an account, depending on the answer.

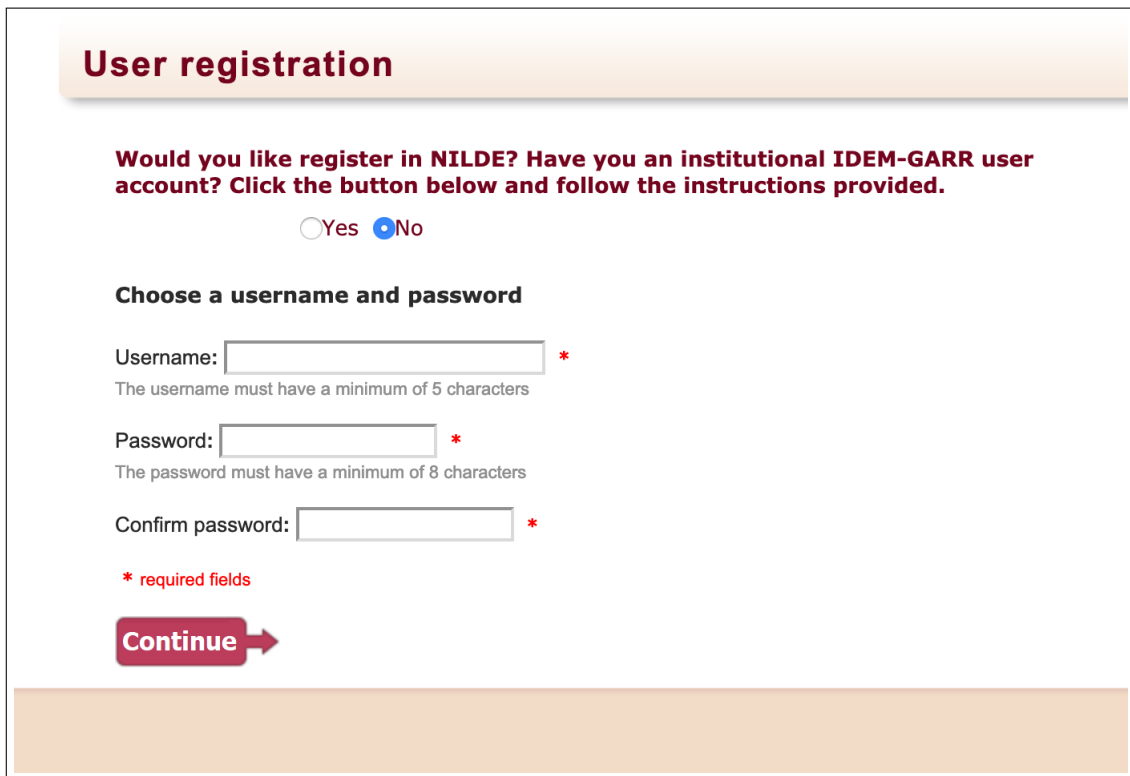
If the selection is **Yes**, an institutional account will be created.

If the selection is **No**, a traditional account will be created.

2.1 Registration - Traditional account

The registration of a traditional user consists of 4 steps:

1. Clicking on No, the user will have to choose Username and Password of the account in order to login



The image shows a web form titled "User registration" in a maroon header. Below the header, a question is posed in maroon text: "Would you like register in NILDE? Have you an institutional IDEM-GARR user account? Click the button below and follow the instructions provided." Below this question are two radio buttons: "Yes" (unselected) and "No" (selected). Underneath, a section titled "Choose a username and password" contains three input fields. The first is labeled "Username:" with a red asterisk and a note "The username must have a minimum of 5 characters". The second is labeled "Password:" with a red asterisk and a note "The password must have a minimum of 8 characters". The third is labeled "Confirm password:" with a red asterisk. Below these fields is a red asterisk followed by the text "* required fields". At the bottom of the form is a maroon button with the word "Continue" and a right-pointing arrow.

Figure 2: Registration of a traditional user without IDEM-GARR institutional account: form to fill in with username and password

2. In the second step, the user will select the library he refers to, browsing by city, Institution or keyword;

Select your library

Nationality:

☐ Search by province
 ☒ Search by institution
 ☐ Search a term

Public research institution

The search provided 34 libraries.

- ☐ Biblioteca dell'Istituto di Ingegneria del Mare
- ☐ CNR - Biblioteca dell'Istituto di Matematica Applicata e Tecnologie Informatiche - Sede
- ☐ CNR - IAC- Sezione di Napoli
- ☐ CNR - IRCrES (Istituto Ricerca sulla Crescita Economica Sostenibile)
- ☐ CNR -IMATI Istituto Matematica Applicata Tecnologie Informatiche - Milano
- ☐ CNR Area della Ricerca di Roma 1 - Montelibretti
- ☐ CNR Area della Ricerca di Bari
- ☐ CNR Area Ricerca di Potenza
- ☐ CNR Biblioteca 'Peppino Manzo' Area della Ricerca di Palermo
- ☐ CNR Biblioteca Area della Ricerca di Bologna
- ☐ CNR Biblioteca Area della Ricerca di Pisa
- ☐ CNR Biblioteca Area della Ricerca di Roma 2 TorVergata
- ☐ CNR Biblioteca Centrale G.Marconi
- ☐ CNR Biblioteca dell' Istituto IMEM di Parma
- ☐ CNR Biblioteca dell'Istituto di Informatica Giuridica e Sistemi Giudiziari (ex ITTIG-CNR)
- ☐ CNR Biblioteca dell'Istituto di Ricerca su Innovazione e servizi per lo sviluppo
- ☐ CNR Biblioteca dell'Istituto di Studi sui Sistemi Regionali Federali e sulle Autonomie
- ☐ CNR Biblioteca IRPI UOS Bari
- ☐ CNR Biblioteca Istituto di Genetica e Biofisica 'Adriano Buzzati-Traverso'
- ☐ CNR Biblioteca Istituto di neuroscienze di Padova
- ☐ CNR Biblioteca Istituto di Scienze dell' Alimentazione
- ☐ CNR Biblioteca Istituto Gas Ionizzati (IGI)
- ☐ CNR IAC Biblioteca Istituto per le Applicazioni del Calcolo 'Mauro Picone' di Roma
- ☐ CNR IASI Istituto di Analisi dei Sistemi ed Informatica Roma
- ☐ CNR IRPI (Istituto di Ricerca per la Protezione Idrogeologica) - Sede secondaria di Padova
- ☐ CNR ISTECC Istituto di Scienza e Tecnologia dei Materiali Ceramici
- ☐ CNR Istituto di Chimica Biomolecolare - Napoli
- ☐ CNR Istituto di Chimica della Materia Condensata e di Tecnologie per l'Energia - ICMATE
- ☐ CNR Istituto di Scienze e Tecnologie per l'Energia e la Mobilità Sostenibili (STEMS): Sede principale
- ☐ CNR Istituto Nazionale di Ottica (INO) - Sede di Pisa
- ☐ CNR Istituto per i Polimeri, Compositi e Biomateriali
- ☐ CNR Sistema bibliotecario dell'Area della Ricerca di Cosenza
- ☐ CNR-ISASI Istituto di Scienze Applicate e Sistemi Intelligenti E.Caianello
- ☐ RSCVD Virtual Library del CBN

Figure 3: User registration: selection of the library. In the figure, a list of libraries searched by Institution.

3. Fill in the form with personal details. Fields with * are mandatory.

The form is titled "User registration" and is part of a "Registration" process. It contains the following fields:

- First Name: *
- Last Name: *
- E-mail address: *
- Main phone: - *
- Secondary Phone: -
- Fax: -
- Title: *
- Department / Institute: *
- Matriculation / Badge:
- Referent:
- Preferred language: it
- Mother tongue: it
- Skype:

By submitting the registration request you accept the conditions specified in [Legal notice](#)

* required fields

[Back](#) [Continue](#)

Figure 4: User registration: form with personal data

4. In the last window of the registration, a summary of the information indicated during the process will appear.

The summary screen is titled "User registration" and displays the following information:

- Registration completed, your account has been created**
- It is necessary to wait for the chosen library to enable your account. An e-mail will notify you that you have been enabled to the **NILDE** service.
- Username:** lmalimone
- Password:** ••••••••
- First Name:** Loriana
- Last Name:** Maimone
- Title:** LIBRARIAN
- Preferred language:** it
- Mother tongue:** it
- Library:** Biblioteca del Polo Centrale, Area delle Scienze Giuridiche
- Email:** lorianamaimone@gmail.com
- Phone:** 333-333333

[Back to Home-page](#) [Print](#)

Figure 5: User registration: summary of the information (end of registration)

If the registration has been successful, the system sends an email to the user, but he will not be able to use the account until the library has enabled him. As far as the library has enabled the user account, the system will send another email to confirm the activation of the account.

2.2 Registration - Institutional account with IDEM-GARR credentials

The registration process with IDEM-GARR credentials is different.

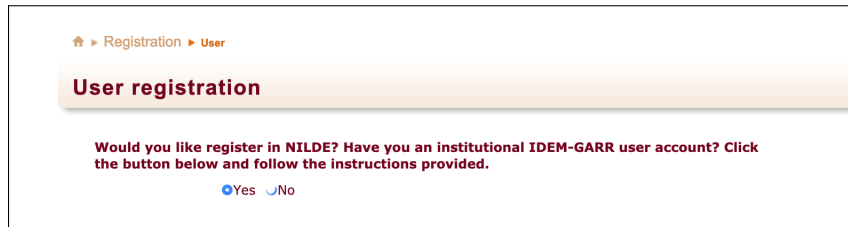
The image shows a web registration panel. At the top, there is a breadcrumb trail: a home icon followed by 'Registration' and 'User'. Below this is a header section with the title 'User registration'. The main content area contains a question in red text: 'Would you like register in NILDE? Have you an institutional IDEM-GARR user account? Click the button below and follow the instructions provided.' Below the question are two radio buttons: 'Yes' (which is selected) and 'No'.

Figure 6: Registration panel for an IDEM-GARR institutional account.

In fig.7, it is possible to see the options to select.

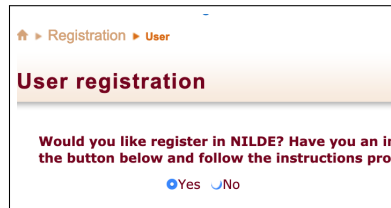
This image is a cropped version of the registration panel shown in Figure 6. It displays the same breadcrumb trail, 'User registration' header, and the red question text. The 'Yes' radio button is selected, and the 'No' radio button is also visible.

Figure 7: Option to select for an IDEM-GARR institutional account

The user must select **Yes** if he has got institutional credentials supplied by one of the Institutions belonging to **IDEM-GARR** federation (**IDEM** is the Italian national federation for Universities and research Institutions for authentication and authorization; for more details, go to <https://www.idem.garr.it/>). The system redirects automatically to IDEM WAYF Service ("Where Are You From Service"), where the user can select his Institution (as in fig. 8) and then set his credentials in the Identity Provider (see fig. 9).

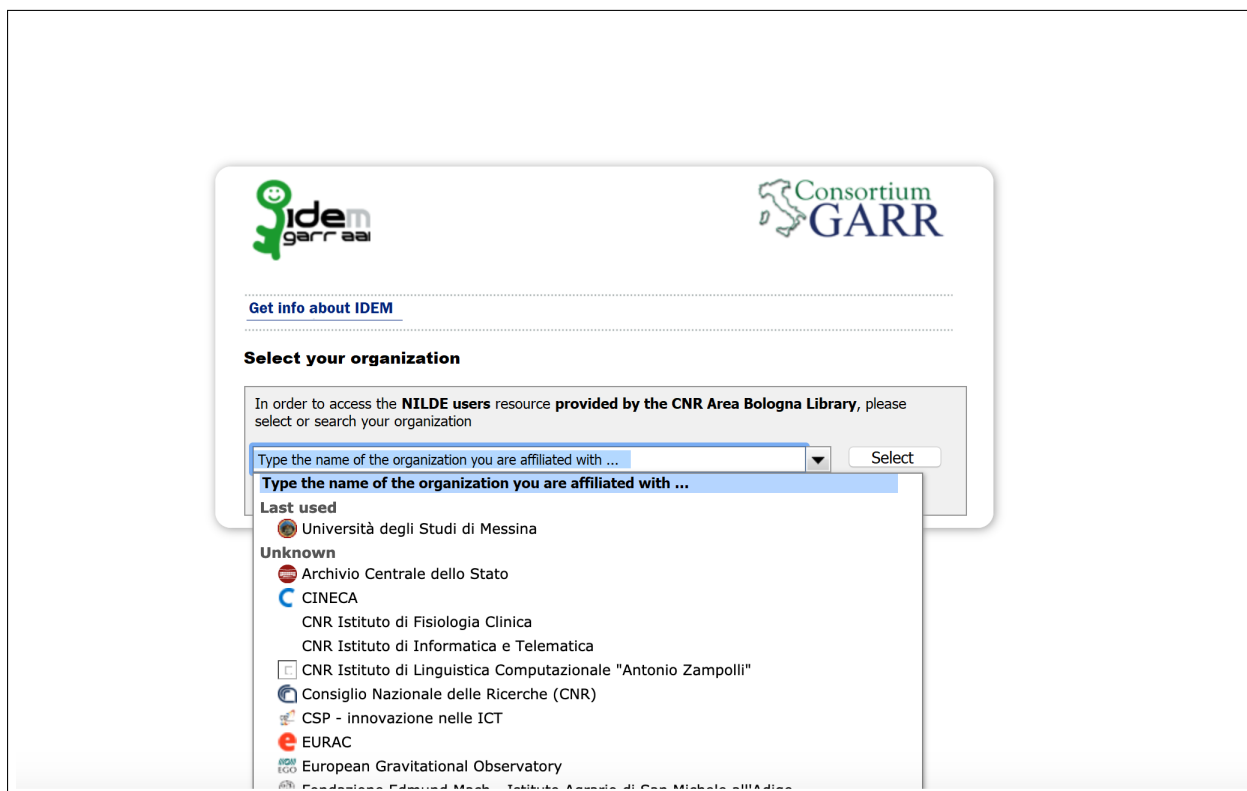


Figure 8: Registration of a user with an institutional account: redirection to IDEM WAYF Service and selection of the Institution

Figure 9: Insert the credentials in the Identity Provider. In this figure, the Institution selected is the University of Messina.

The system turns back to NILDE. If the user has never registered to NILDE, it is sufficient clicking on the **Registration** button and fill in the requested fields. If the user has got a previous NILDE traditional account (with credentials supplied by NILDE), he can update his account, making the "migration".

NILDE
Network Inter-Library Document Exchange

If this is the first time you register in **NILDE** click on "**Registration**"


[Registration](#)

If you have already registered in the past for **NILDE** enter your old credentials in the box below and click the "**Account migration**"

Username

Password

Enter the code you see below

 [Regenerate](#)

[Account migration](#)

[User manual](#) | [NILDE World](#) | [Subscriptions](#) | [About us](#) | [Licenses](#) | [Legal notice](#)



 

Figure 10: User registration with an institutional account, after the authentication on the Identity Provider of the Institution.

Then, the system will show a list of the libraries belonging to the Institution selected before and the user will be able to select the library which he wants to register to.

Select your library

Nationality: Italia

☐ Search by province
 ☒ Search by institution
 ☐ Search a term

Public research institution
Consiglio Nazionale Ricerche (CNR)

The search provided 34 libraries.

- ☐ Biblioteca dell'Istituto di Ingegneria del Mare
- ☐ CNR - Biblioteca dell'Istituto di Matematica Applicata e Tecnologie Informatiche - Sede
- ☐ CNR - IAC- Sezione di Napoli
- ☐ CNR - IRGRES (Istituto Ricerca sulla Crescita Economica Sostenibile)
- ☐ CNR -IMATI Istituto Matematica Applicata Tecnologie Informatiche - Milano
- ☐ CNR Area della Ricerca di Roma 1 - Montelibretti
- ☐ CNR Area della Ricerca di Bari
- ☐ CNR Area Ricerca di Potenza
- ☐ CNR Biblioteca "Peppino Manzo" Area della Ricerca di Palermo
- ☐ CNR Biblioteca Area della Ricerca di Bologna
- ☐ CNR Biblioteca Area della Ricerca di Pisa
- ☐ CNR Biblioteca Area della Ricerca di Roma 2 TorVergata
- ☐ CNR Biblioteca Centrale G.Marconi
- ☐ CNR Biblioteca dell' Istituto IMEM di Parma
- ☐ CNR Biblioteca dell'Istituto di Informatica Giuridica e Sistemi Giudiziari (ex ITTIG-CNR)
- ☐ CNR Biblioteca dell'Istituto di Ricerca su Innovazione e servizi per lo sviluppo
- ☐ CNR Biblioteca dell'Istituto di Studi sui Sistemi Regionali Federali e sulle Autonomie
- ☐ CNR Biblioteca IRPI UOS Bari
- ☐ CNR Biblioteca Istituto di Genetica e Biofisica 'Adriano Buzzati-Traverso'
- ☐ CNR Biblioteca Istituto di neuroscienze di Padova
- ☐ CNR Biblioteca Istituto di Scienze dell' Alimentazione
- ☐ CNR Biblioteca Istituto Gas Ionizzati (IGI)
- ☐ CNR IAC Biblioteca Istituto per le Applicazioni del Calcolo 'Mauro Picone' di Roma
- ☐ CNR IASI Istituto di Analisi dei Sistemi ed Informatica Roma
- ☐ CNR IRPI (Istituto di Ricerca per la Protezione Idrogeologica) - Sede secondaria di Padova
- ☐ CNR ISTECC Istituto di Scienza e Tecnologia dei Materiali Ceramici
- ☐ CNR Istituto di Chimica Biomolecolare - Napoli
- ☐ CNR Istituto di Chimica della Materia Condensata e di Tecnologie per l'Energia - ICMATE
- ☐ CNR Istituto di Scienze e Tecnologie per l'Energia e la Mobilità Sostenibili (STEMS): Sede principale
- ☐ CNR Istituto Nazionale di Ottica (INO) - Sede di Pisa
- ☐ CNR Istituto per i Polimeri, Compositi e Biomateriali
- ☐ CNR Sistema bibliotecario dell'Area della Ricerca di Cosenza
- ☐ CNR-ISASI Istituto di Scienze Applicate e Sistemi Intelligenti E.Caianello
- ☐ RSCVD Virtual Library del CBN

Figure 11: User registration with an institutional account: selection of the library which the user wants to register to. The list shows only libraries belonging to the Institution.

Then, the user will have to fill in the form with personal details (as shown in fig. 4. The fields with * are mandatory). Finally, a summary of the information indicated during the process will appear (see fig. 5). If the registration has been successful, the system sends an email to the user but he will not be able to use the account until the library has enabled him. As far as the library has enabled the user account, the system will send another email to confirm the activation of the account.

2.3 Migration from a Traditional to an Institutional account

A user who has got institutional credentials and already has a NILDE traditional account, can make the "migration" process in order to login using institutional credentials since then, without losing the information about previous requests forwarded to the library. To do that, the user must login to NILDE through the institutional login (IDEM-GARR) and then the system will show a page where the user must fill in username and password of his NILDE account (not the IDEM-GARR institutional account) in the required fields and click on "Migration account", as shown in fig. 10.

At the end of the process, if successful, the user will be able to login to NILDE, using his institutional credentials.

3 USER LOGIN AND ACCOUNT RECOVERY

The login space is the area where both the users and the libraries can access the system. If a user already has the credentials to enter (username and password), he can fill in the appropriated fields and click on **Login** button; otherwise, from here it is possible to go to the User Registration [see par.2].

Two kinds of login are possible:

- a traditional login, filling in username and password chosen during the registration;
- an institutional login through IDEM-GARR: in this case, the system redirects to IDEM WAYF Service ("Where Are You From" Service), where it is possible to select own Institution and then fill in the institutional credentials.

The screenshot shows the NILDE login interface. At the top left is the NILDE logo with the text 'Network Inter-Library Document Exchange'. At the top right is the CNR logo with the text 'Biblioteca d'Area Bologna'. Below these is a banner for 'NILDE World' with the text 'Do you want to know more about NILDE? Read more ...'. The main content area has two columns. The left column, titled 'Login', contains a form with 'Username' and 'Password' fields, a 'Login' button, and a link 'I can't remember my login data!'. The right column, titled 'Institutional Login (IDEM-GARR)', contains a description of the service and a link 'Read more ...'. Below this is a box with the 'idem garr aai' logo and a 'Login' button. At the bottom, there is a section for users without accounts.

Login
Both users and librarians can enter here their NILDE credentials to access the service

Username

Password

Login

[I can't remember my login data!](#)

Institutional Login (IDEM-GARR)
This access is reserved to users of the institutions that are members of the IDEM Federation. [Read more ...](#)

You don't have an account?
Both users and libraries must register to be able to login.

Figure 12: Login to NILDE: traditional and institutional login

After logged, the system goes to **NILDE users**.

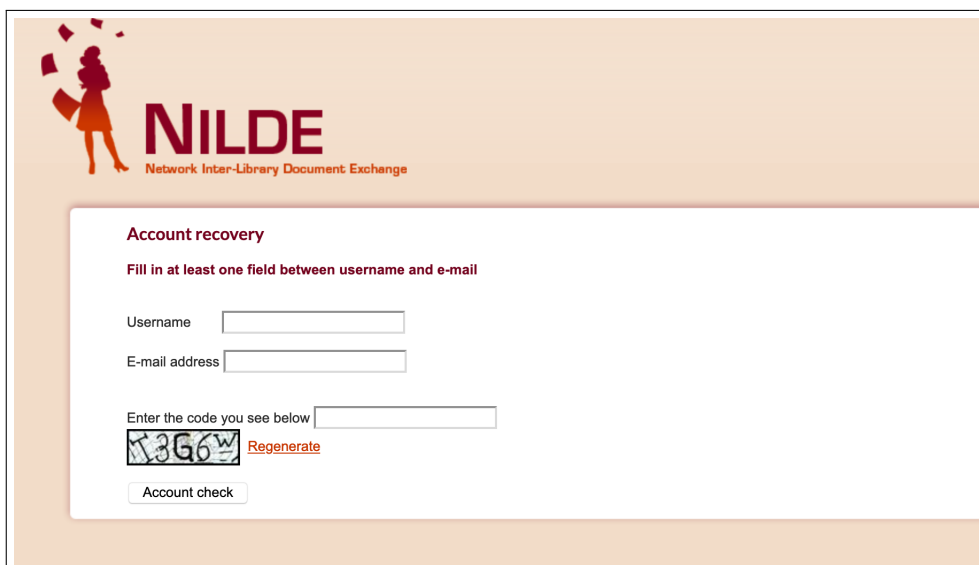
4 ACCOUNT RECOVERY

Those who use a traditional login to access to NILDE, can recover the forgotten credentials clicking on **I can't remember my login data!**

This screenshot is identical to Figure 12, but with a green box highlighting the 'I can't remember my login data!' link in the traditional login section.

Figure 13: Login to NILDE with *I can't remember my login data!* to recover the credentials

Fill in username and/or email address and the captcha code, as shown in fig. 14. After that, click on **Account check**.



NILDE
Network Inter-Library Document Exchange

Account recovery

Fill in at least one field between username and e-mail

Username

E-mail address

Enter the code you see below


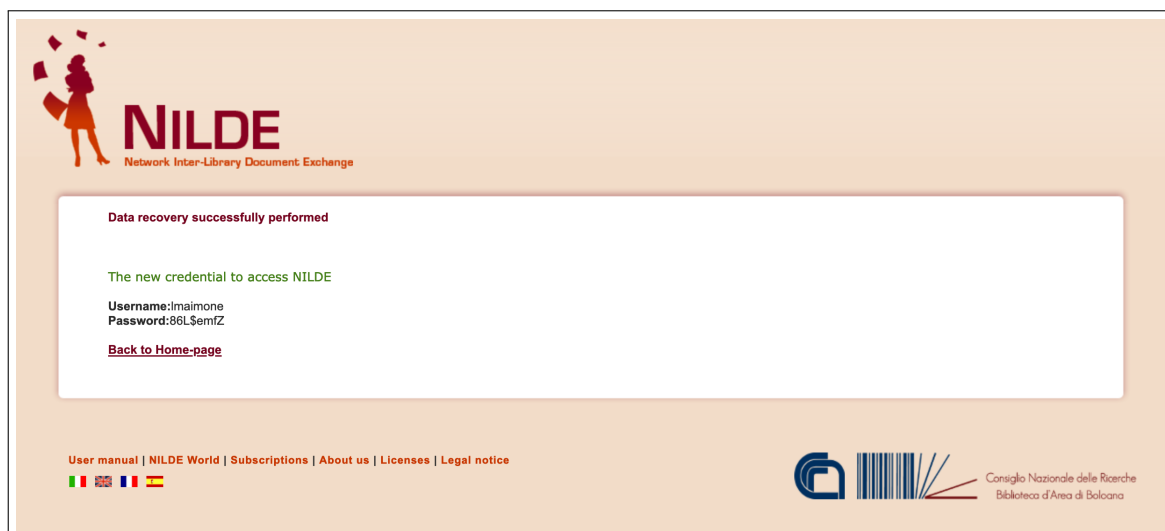
 [Regenerate](#)

Figure 14: Process to recover credentials: form to fill in

If the inserted data are correct, the system sends an email to the user with a link that redirects to a page where it is possible to choose new credentials. Then, a second email is sent, with the new credentials, to confirm that the process has been successful (see fig. 15).

N.B. Those who use an **Institutional account (IDEM-GARR)** must refer to own Institution, because the credentials to login **are not registered on NILDE server**.



NILDE
Network Inter-Library Document Exchange

Data recovery successfully performed

The new credential to access NILDE

Username:lnaimone
Password:86L\$emfZ

[Back to Home-page](#)

User manual | NILDE World | Subscriptions | About us | Licenses | Legal notice




Figure 15: Process to recover the credentials: the new credentials to access to NILDE

5 Reference manager

Once logged in, you are directed to NILDE Users **Reference Manager**, which allows you to manage your bibliographic references and send document delivery requests to the library where you are registered.

You can:

- Change your personal data or modify the details about the library where you are registered;
- Create, delete, visualize the references you saved and change the order in which they appear (by author, by title, etc.);

- Manage your references using labels and add labels to documents or references;
- Forward a Document Delivery request to the library where you are registered;
- Check the status of a request.

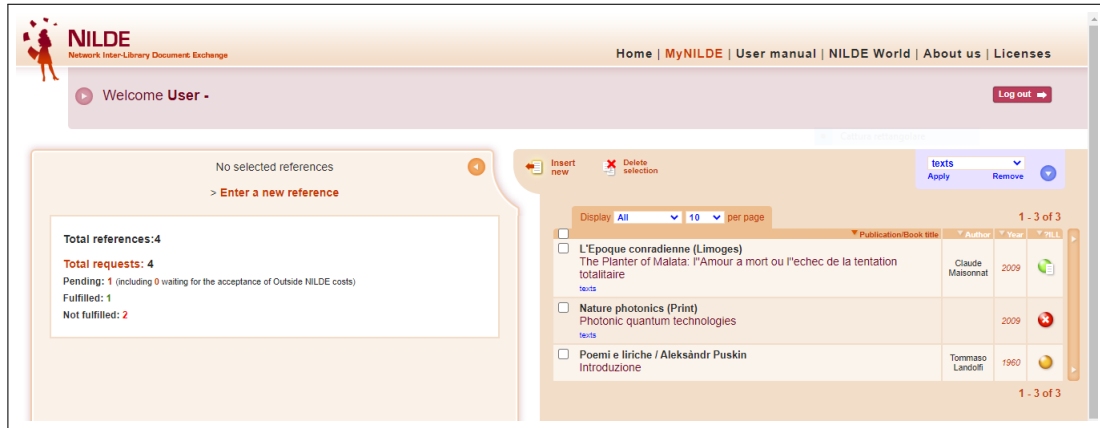


Figure 16: NILDE Users Reference Manager.

5.1 Changing personal data

Clicking on the icon at the left of the Welcome message a menu opens up. From there it is possible to change your personal data and view the details about the library where you are registered.



Figure 17: Screenshot of NILDE Users Reference Manager. The Welcome button is highlighted. Clicking on it you can visualize or change your personal data.

Clicking on **Edit** it is possible to change the data. Some of them are required at the moment of the registration, but they can be modified at any time. In particular, user's title (student, researcher, librarian, etc.) must be selected from the drop-down menu. The menu will only show the standard titles allowed for the type of institution to which the library belongs. It is possible to choose the institute or the department only in case the library manages different departments or research institutes.

Figure 18: "My account" section with user's personal data.

Figure 19: Screenshot of the menu where personal data can be changed.

5.2 Labels

In the blue section of NILDE Users you can create labels to organize your references. It is possible to create up to 20 labels. Click on the arrow to open the drop-down menu.



Figure 20: Detail of the section where it is possible to create, apply or remove labels to documents.

To create a label, you just need to write a title in the relevant field and then click on **Create**. After the label has been created you can select your references and choose **Apply** to label them or **Remove** to remove the label. Click on the pencil symbol to rename the label. Click on the X to delete it.

5.3 How to insert and request a bibliographic reference

You can enter a new reference in the bibliography by clicking on **Insert new**.

Then select the type of document. The fields of the request can be different according to the document type.



Figure 21: How to enter or request a new document: selecting the document type to insert or request.

NILDE
Network Inter-Library Document Exchange

Home | [MyNILDE](#) | [User manual](#) | [NILDE World](#) | [About us](#) | [Licenses](#)

Welcome **User** - [Log out](#)

Article

Publication/Book title:

Article/Section title:

Author: Other authors:

Year: Volume: Issue: Initial page: Final page:

Abstract:

DOI: 10. / ISSN: Publisher: Published in: SID: PMID: [PubMed](#)

Figure 22: How to enter or request a new document: the descriptive fields available when requesting an Article.

NILDE
Network Inter-Library Document Exchange

Home | [MyNILDE](#) | [User manual](#) | [NILDE World](#) | [About us](#) | [Licenses](#)

Welcome **User** - [Log out](#)

Part of a Book

Publication/Book title:

Article/Section title:

Author: Other authors:

Year: Volume: Initial page: Final page:

Abstract:

DOI: 10. / Publisher: Published in: ISBN: SID: PMID:

Figure 23: How to enter or request a new document: the descriptive fields available when requesting a Part of a Book.

More detailed a request is, easier and faster finding the document will be!
The **Publication/ Book Title**, the **Article / Section Title** and **at least one of the following combinations** must always be filled in:

- year and initial page;
- year and author;
- volume and initial page;
- volume and author.

Figure 24: How to enter or request a new document: Additional data to fill in if you send the request to the library.

If you can, insert the **ISSN** of the publication and the **ISBN** of the book. In addition to manual compilation, it is possible to import the data of a bibliographic reference from any bibliographic database that supports the **OpenURL** standard or from the Pubmed database if the **PMID** is known.

The **SID** (Service Identifier) is the unique identifier of the database from which the bibliographic reference was imported (via OpenURL).

The **PMID** (PubMed unique identifier) is the unique identifier of a document indexed by the Pubmed database. If you enter the PMID code and click on **Pubmed**, the essential data of the reference. [for both cases, see par 6 - NILDE integration via OpenURL with databases and par 7 - main bibliographic resources on the web and Pubmed and NILDE integration].

Once the reference has been entered, both forms (Article or Part of a Book) present a space dedicated to **Additional Data** in the final part, in which it is possible to enter any personal notes that are used exclusively by the user, even if you intend to forward a DD request to your library. Enter any **Notes for the library** also **about cost** will be imported.

There is the possibility to communicate to your library the intention to pay for any additional costs needed to find the material outside the NILDE network.

There are 3 options:

1. I'D LIKE TO KNOW the amount BEFORE deciding
2. I DON'T ACCEPT additional costs
3. I ACCEPT any additional costs

If the library has to pay a fee for the document requested, you receive an email with the amount of the additional cost, so you can decide to accept or reject the conditions.

Only the bibliographic data and the Notes to the library are transmitted in case of request. To save the reference in your bibliography, simply click on **Save**.

Attention: if you click on Save, the request will **not** be sent, but you can request the document later.

If, on the other hand, you wish to forward the request to your library, click on **Request**. In both cases, the reference can be viewed in the Reference Manager.

To request a saved reference, click on the reference to view it in detail and, in the lower left part, click on **Request**.

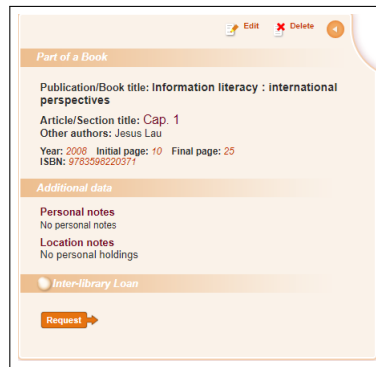


Figure 25: Reference manager of NILDE users with the detail of the bibliographic reference that you can request by clicking on "Request".

5.4 Status of the request

In the Reference Manager the status of the request is visible through three types of traffic lights:

1. Yellow light: the request is being processed;
2. Red light: the request has been closed without positive answer;
3. Green light: the request has been processed. In this case, the library communicates to the user info about the document delivery.

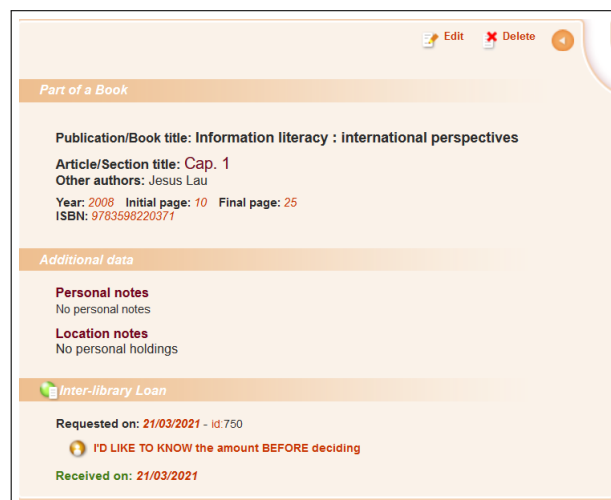


Figure 26: Reference manager of NILDE users with the detail of the request of the document that has been received.

6 NILDE integration via OpenURL Resolver with databases and the main bibliographic resources of the web

Through OpenURL technology it is possible to connect the bibliographic and citational databases most used to NILDE with considerable advantage for both users and librarians. It will be much easier for the user to request an article because **the request form will be pre-filled from the database with the bibliographic data of the article**. In other situations, some libraries or some University library systems prefer to configure a **Link resolver** so that the OpenURL linking services are usable by all databases subscribed by the library or the University.

The integration of NILDE with a database or with a link resolver is possible through an internationally adopted linking technology, which uses a standard protocol (ANSI / NISO Z.39.88-2004 OpenURL Framework for Context-Sensitive Services), called **OpenURL protocol**.

The OpenURL defines in a standard way the information useful to find an article (title, author, issn, etc ..).

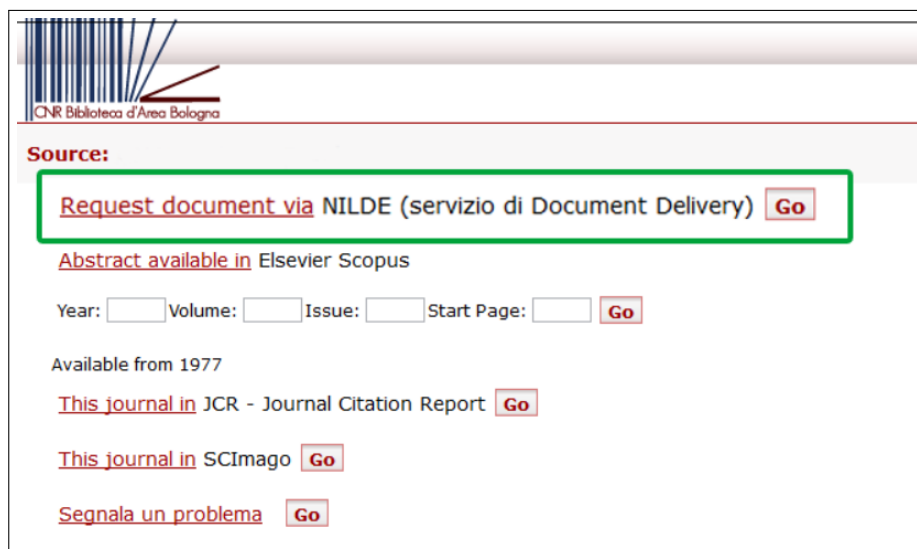
Here are some examples of how the NILDE request form can be pre-filled directly from a database or from the menu of a link resolver in order to immediately request the document you need on NILDE.

6.1 Web of Science

On Web of Science, when you find the article you are looking for, if you click on the button that identifies the link resolver of the institution, you will be redirected to a form that verifies if you can access to the full text of the document and if other services are available. For example it verifies the possibility to directly forward the Document Delivery request via NILDE when the full text is not available (in the example of the figure 27 the button is CNR @ LINK).

The screenshot displays a bibliographic record on the Web of Science platform. At the top, the 'Web of Science' logo is visible, along with navigation links like 'Tools', 'Searches and alerts', 'Search History', and 'Marked List'. A red rectangular box highlights the 'CNR@LINK' button, which is used for document delivery requests. The main content area includes the article title, authors (Zhou, Q. [Zhou Qi]^{1,2}; Duan, DD [Duan De-Dong]^{2,3}; Feng, JW [Feng Ji-Wu]²), journal information (CHINESE JOURNAL OF INORGANIC CHEMISTRY, Volume 35, Issue 12, Pages 2301-2310, DOI: 10.11862/CJIC-2015-358), and an abstract. The abstract describes the preparation of Ni-Co and Ni-Co alloys and their electrocatalytic activity for hydrogen evolution. On the right side, there is a 'Citation Network' section showing 0 citations and 23 cited references, and a 'Use in Web of Science' section showing 43 uses in the last 180 days and 43 uses since 2013. The bottom section contains 'Keywords', 'Author Information', and 'Addresses'.

Figure 27: Bibliographic record in Web of Science database with the institutional link resolver button highlighted.



Source:

[Request document via NILDE \(servizio di Document Delivery\)](#) **Go**

[Abstract available in Elsevier Scopus](#)

Year: Volume: Issue: Start Page: **Go**

Available from 1977

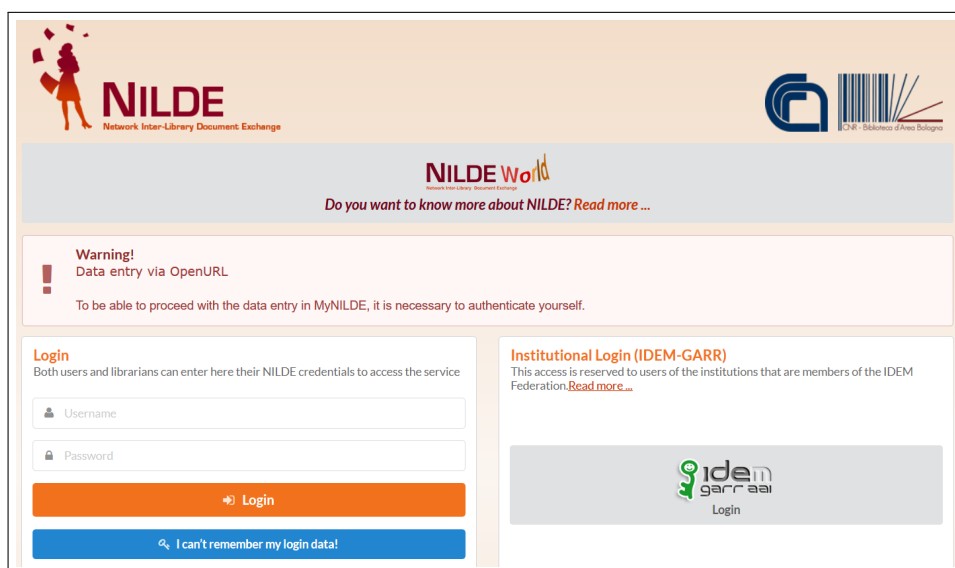
[This journal in JCR - Journal Citation Report](#) **Go**

[This journal in SCImago](#) **Go**

[Segnala un problema](#) **Go**

Figure 28: Link resolver menu from which it is possible to make a request with NILDE.

If you click on **Request document via NILDE**, you will be directed to the page to login to NILDE.



NILDE
Network Inter-Library Document Exchange

NILDE World
Do you want to know more about NILDE? [Read more ...](#)

Warning!
Data entry via OpenURL
To be able to proceed with the data entry in MyNILDE, it is necessary to authenticate yourself.

Login
Both users and librarians can enter here their NILDE credentials to access the service

Username

Password

Login

[I can't remember my login data!](#)

Institutional Login (IDEM-GARR)
This access is reserved to users of the institutions that are members of the IDEM Federation. [Read more ...](#)

IDEM GARR Login

Figure 29: NILDE login screen with notice of data entry via OpenURL.

When you will be authenticated, the new screen will open with the fields filled in automatically.

Figure 30: Bibliographic reference screen with automatically compiled bibliographic metadata from the database or link resolver.

6.2 Scopus

With Scopus, when you enter the page of a bibliographic record and you click on the **Ask NILDE** button (as configured by the library, see Fig. 31), you will be redirected to the NILDE login page (as already seen in Fig.29) and after authentication, the complete request data will appear as shown in figure 30.

Figure 31: Bibliographic record in the Scopus database with the Ask NILDE button.

7 Pubmed and NILDE

There are two ways to import the metadata requested to complete the request on NILDE.

7.1 Outside tool

Outside Tool is a **PubMed** tool that allows you to implement services based on OpenURL. The tool creates a link in each PubMed record that refers to the resources made available by the institution for its users.

To activate the Outside tool you need to:

- Connect to this address: <https://pubmed.ncbi.nlm.nih.gov/?otool=itnilde>
- Run a free search
- From the list of results obtained, click on the article's title to enter the bibliographic record page
- Click on the NILDE-Bibliosan icon

In this way the NILDE page that requires login will open and, after that, you will be able to see automatically the request form completed.

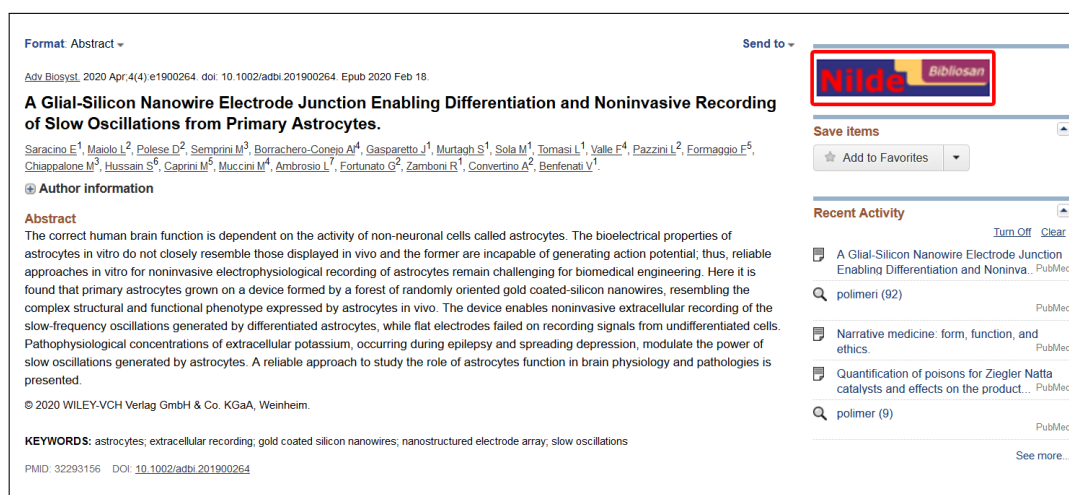


Figure 32: Bibliographic record card in the PubMed database with the NILDE-Bibliosan icon on the right.

7.2 Entering the PMID code in the request form

Search on Pubmed and open the page of the article concerned. Under the heading Keywords, you will find the **PMID code**. Copy it in the form to insert a new reference on NILDE in the relative PMID field.

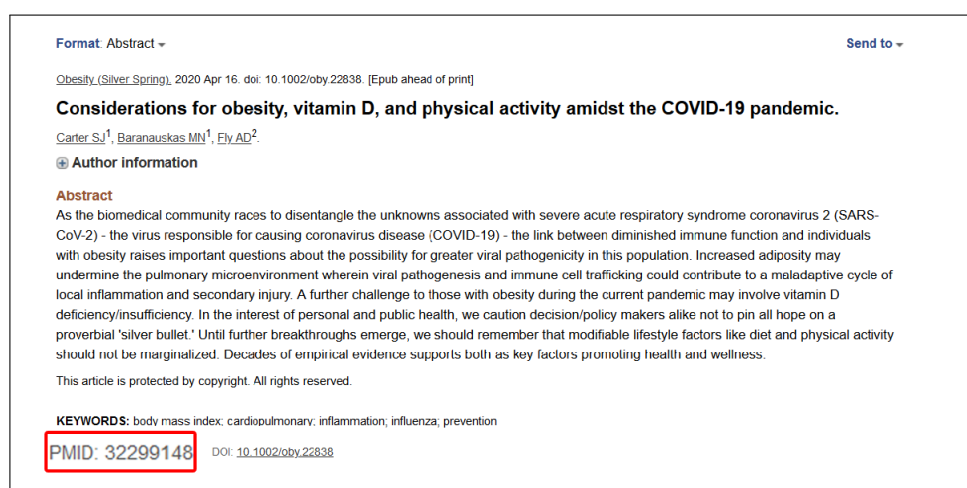


Figure 33: Bibliographic record card of the PubMed database with highlighted the PMID code to be copied in the relevant field of the new reference on NILDE.

The screenshot shows the NILDE Network Inter-Library Document Exchange interface. At the top, there's a navigation bar with links: Home | MyNILDE | User manual | NILDE World | About us | Licenses. Below this is a 'Welcome User' banner with a 'Log out' button. The main form is titled 'Article' and contains several input fields: 'Publication/Book title:', 'Article/Section title:', 'Author:', 'Other authors:', 'Year:', 'Volume:', 'Issue:', 'Initial page:', 'Final page:', 'DOI: 10. / /', 'ISSN:', 'Editore:', 'Lungo di edizione:', 'SID:', 'PMID: 32299148', and a 'PubMed' button. The PMID field is highlighted with a red box.

Figure 34: Screenshot of the new NILDE bibliographic reference with the PMID field highlighted with the article code entered.

After entering the code, click on the PubMed button. A confirmation pop-up for importing data will open. Click **Ok**.

This screenshot shows the same NILDE interface as Figure 34, but with a confirmation pop-up window open. The pop-up has the title 'nilde.bo.cnr.it asks' and the text 'Are you sure that you want to import data from PubMed?'. It contains two buttons: 'Ok' and 'Annulla'. The background form is slightly dimmed, and the 'Loading data from PubMed' status is visible above the 'Publication/Book title:' field.

Figure 35: Confirmation pop-up for importing data from PubMed.

At the end, the bibliographic metadata of the request will be automatically filled in, including the abstract.

The screenshot shows the NILDE form with all fields populated with bibliographic metadata. The 'Publication/Book title:' field contains 'Obesity (Silver Spring, Md.)'. The 'Article/Section title:' field contains 'Considerations for Obesity, Vitamin D, and Physical Activity Amid the COVID-19 Pandemic'. The 'Author:' field contains 'Carter SJ' and the 'Other authors:' field contains 'Baranauskas MN , Fly AD'. The 'Year:' field is '2020', 'Volume:' is '28', 'Issue:' is '7', 'Initial page:' is '1176', and 'Final page:' is '1177'. The 'DOI: 10. / /' field is '1002', 'ISSN:' is '1930-7381', 'Publisher:' is 'United States', 'SID:' is 'Entrez:PubA', and 'PMID:' is '32299148'. The 'PubMed' button is still present.

Figure 36: Bibliographic reference screenshot with bibliographic metadata automatically compiled from PubMed PMID. Please note that the abstract is also imported.

8 Integration NILDE - EndNote Click (formerly Kopernio)

EndNote Click (formerly Kopernio) is a free browser plug-in for quick and easy access to PDF of the scientific articles. It also searches for Open Access versions self-archived by the authors, if any.

It is possible to register and install the plug-in from its official website: <https://click.endnote.com/>.

EndNote Click is integrated with **Web of Science** and **Pubmed** and it is activated when the user views an academic content with a DOI or PMID on any web page: first EndNote Click try to retrieve the PDF from the publisher's site using DOI / PMID and, if it fails, it checks if there is an alternative Open Access version self-archived in some OA repository by the authors themselves. If the search fails again, EndNote Click verifies that the user has a Link Resolver and returns the necessary metadata to call up the Link Resolver menu, otherwise, in the absence of Link Resolver, it is still able to generate a request to NILDE. The search can be carried out starting directly from the sites of the two databases or from the EndNote Click quick search bar, integrated with your favorite database in Settings.

In **Web of Science**, to make EndNote Click works, you need to enter the record page bibliographic.

If there is a **Link Resolver** in your institution, EndNote Click can be configured in order to return the metadata necessary to activate the Link Resolver menu.

If the institution does not have a Link Resolver, EndNote Click can be configured to generate an OpenURL complete request on NILDE. In this case, instead of PDF Not Found, it appears **Use NILDE** button.



Figure 37: Bibliographic record in the Web of Science database with the EndNote Click (formerly Kopernio) plug-in on the left configured to generate an OpenURL request on NILDE.

By clicking on the button, you log into NILDE and all the necessary metadata to make a request to your library will appear.

On **PubMed**, EndNote Click searches for pdfs automatically.

Go to **Use NILDE** to request the article, and also in this case the request will be automatically filled in with the bibliographic data to identify the document.

☐ Books and Documents
☐ Clinical Trial
☐ Meta-Analysis
☐ Randomized Controlled Trial
☐ Review
☐ Systematic Review

PUBLICATION DATE
☐ 1 year
☐ 5 years
☐ 10 years
☐ Custom Range

Additional filters

Reset all filters

☐ **An Update on Molecular Diagnostics for COVID-19.**
3
Islam KU, Iqbal J.
Cite Front Cell Infect Microbiol. 2020 Nov 10;10:560616. doi: 10.3389/fcimb.2020.560616. eCollection 2020.
PMID: 33244462 [Free PMC article.](#) [Review.](#)
Share A novel strain of Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2) disease (COVID-19) has been recently identified as an infectious disease affecting the respiratory system of humans. This disease is caused by SARS-C ...

View PDF

☐ **Treatment for COVID-19: An overview.**
4
Stasi C, Fallani S, Voller F, Silvestri C.
Cite Eur J Pharmacol. 2020 Dec 15;889:173644. doi: 10.1016/j.ejphar.2020.173644. Epub 2020 Oct 11.
PMID: 33053381 [Free PMC article.](#) [Review.](#)
Share Coronavirus disease 2019 (COVID-19) is an infectious disease caused by coronavirus-2 (SARS-CoV-2) that causes a severe acute respiratory syndrome, a characteristic hyperinflammatory response, vascular damage, microangiopathy, angiogenesis ...

Usa NILDE

☐ **Neuropsychiatric aspects of COVID-19 pandemic: A selective review.**
5
Dinakaran D, Manjunatha N, Naveen Kumar C, Suresh BM.
Cite Asian J Psychiatr. 2020 Oct;53:102188. doi: 10.1016/j.ajp.2020.102188. Epub 2020 May 30.
PMID: 32512530 [Free PMC article.](#) [Review.](#)
Share Corona virus disease (COVID-19) has been declared as a controllable pandemic by the World Health Organization (WHO). COVID-19 though is a predominantly respiratory illness; it can also affect brain and other organs like kidneys, heart and liver. ...

View PDF

☐ **COVID-19: Discovery, diagnostics and drug development.**
6
Asselah T, Durantel D, Pasmant E, Lau G, Schinazi RF.
Cite J Hepatol. 2021 Jan;74(1):168-184. doi: 10.1016/j.jhep.2020.09.031. Epub 2020 Oct 8.

Page 1

Figure 38: List of bibliographic records in the PubMed database and the various search results performed by EndNote Click (formerly Kopernio).

Please note: Use NILDE button does not work well with recently published articles or articles that do not have the DOI: EndNote Click does not pass metadata and therefore cannot auto-fill the bibliographic data of the request on NILDE.

EndNote Click can also greatly facilitate the search for the full-text of articles directly from **publisher platforms**: if you do not have access rights to access the full-text of a resource bibliographic (i.e. there is no subscription contract for that resource), EndNote Click is able to find Open Access versions or call NILDE to request the document from own library.

9 NILDE - Zotero Configuration

Zotero is an open source software for the management of bibliographic references, that is downloadable from the site: <https://www.zotero.org/>. It is possible to ask the library in NILDE for a bibliographic reference that has been inserted in your own Zotero.

To configure NILDE with Zotero you need to open the application, go to Modifications < Preferences < Advanced and under the OpenURL choose Custom and then manually enter the URL of the NILDE OpenUrl Resolver: <https://nilde.bo.cnr.it/openurlresolver.php>

After entering these data, click on **Ok**.

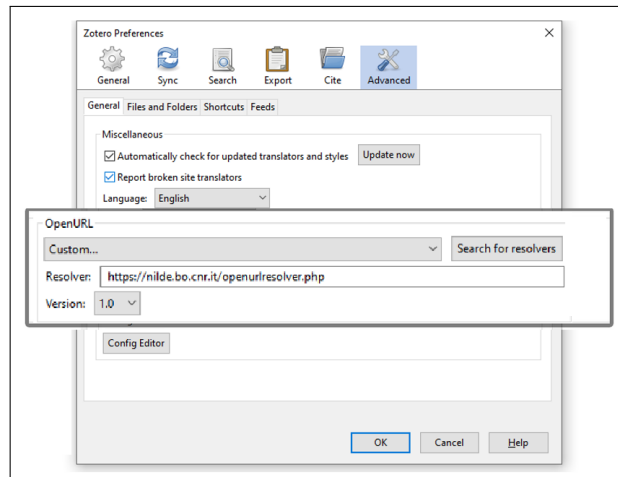


Figure 39: Zotero options screen inside the Advanced item with highlighted the data to be entered for the manual configuration of the OpenURL resolver.

In the Zotero reference manager, select the bibliographic reference to request and click on the green arrow at the top right and click on Search through the library.

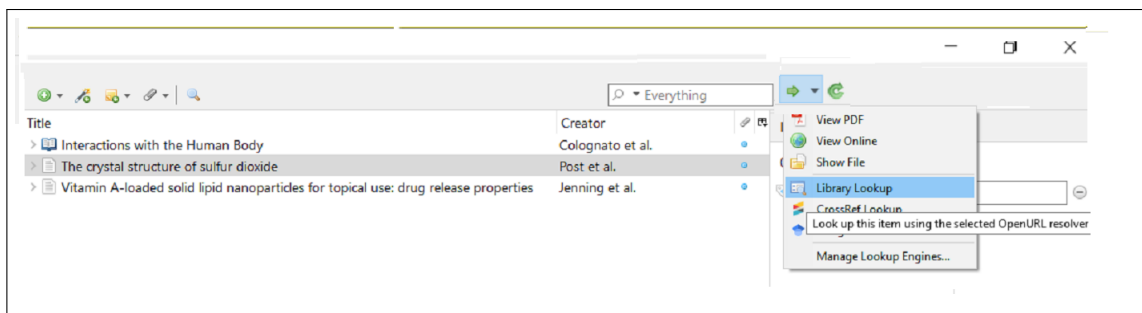


Figure 40: Zotero reference manager with open the menu derived from the green arrow symbol with the item "Search through the library" selected to request the bibliographic reference on NILDE.

At this point, a browser tab will open that requires you to login to NILDE and then the new reference screen will open with all the complete metadata.

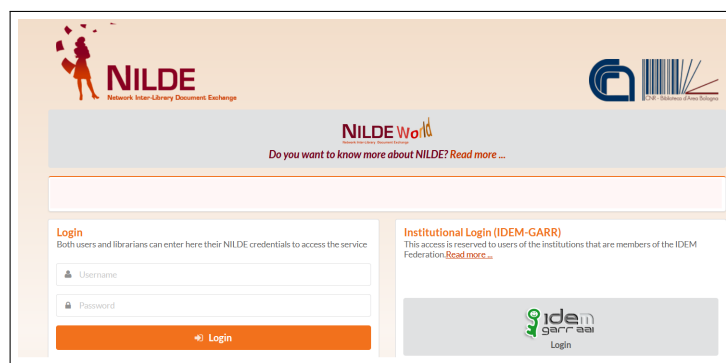


Figure 41: NILDE login screen with notice of data entry via OpenUrl.

The image shows a web form titled "Article" with the following fields and values:

- Publication/Book title:** Acta Crystallographica
- Article/Section title:** The Crystal Structure of Sulfur Dioxide*
- Author:** Benjamin Post
- Other authors:** (empty field)
- Year:** 1952
- Volume:** 5
- Issue:** (empty field)
- Initial page:** 372
- Final page:** 374
- DOI:** 10. / (empty field)
- ISSN:** (empty field)
- Publisher:** (empty field)
- Published in:** (empty field)
- SID:** (empty field)
- PMID:** (empty field)

A PubMed logo is visible in the bottom right corner of the form.

Figure 42: Bibliographic reference screen with automatically filled bibliographic metadata from Zotero.

10 Why haven't I received the pdf?

NILDE uses a system for the secure electronic submission of documents requested and provided by libraries. The NILDE Digital Hard-Copy [HC] system transforms any pdf [such as pdf of articles downloadable from publishers' sites] into a pdf file containing the images of the pages, and completely equivalent to the file that would be obtained by printing and digitizing printing again with an image scanner. The NILDE Digital HC system and secure electronic mailing between libraries is recognized and accepted by many scientific publishers with which the libraries of Italian universities and research institutions have license agreements. However, electronic submission is almost always allowed only between libraries. Upon processing the request, the librarian communicates the instructions to the user to receive the document. As governed by current copyright legislation [Copyright Law] or by the signed license agreements, the user will receive the hard copy and not the PDF file of the requested document. The only possible exception is the possession by the library that provided the document of a license that expressly allows the delivery of the electronic document directly to the user.

To know more:

O. Russo, S. Mangiaracina "Perché non mi mandate il PDF? Il servizio document delivery agli utenti secondo i contratti di licenza concessi dagli editori" in Atti del Convegno *Dead or alive? Le frontiere dei servizi bibliotecari nell'era della condivisione: 15 anni della comunità NILDE*, 2017.

(<http://romatrepress.uniroma3.it/wp-content/uploads/2019/05/Perch%C3%A9-non-mi-mandate-il-PDF-Il-servizio-document-delivery-agli-utenti-secondo-i-contratti-di-licenza-concessi-dagli-editori.pdf>)