

User Registration

If you wish to make Document Delivery requests to your library, you must have an account in NILDE. To create an account, simply click on Register for your library's NILDE service, as shown in figure 1.

The screenshot shows the NILDE login interface. At the top left is the NILDE logo (Network Inter-Library Document Exchange) and at the top right is the logo of the University of Campania Luigi Vanvitelli. Below the logos is a navigation bar with the text "NILDE World" and "Vuoi conoscere meglio NILDE? Leggi di più...". The main content area is divided into two columns. The left column contains a "Login tradizionale" section with input fields for "Utente" and "Password", an "Accedi" button, and a "Non ricordo i miei dati di accesso!" link. The right column contains a "Login Istituzionale" section with a description and a link to "Leggi di più...". Below these sections is a "Non hai un Account?" section with a "Registra la tua biblioteca a NILDE" button. A red box highlights a "Sei un utente?" section with the question "Conosci già la biblioteca alla quale iscriverti?" and a prominent blue button that says "Registrati al servizio NILDE della tua biblioteca". Below this button is the text "Altrimenti [cerca la tua biblioteca](#) tra tutte le biblioteche NILDE". At the bottom of the page, there is a footer with links: "Manuale d'uso | NILDE World | Rinnovo sottoscrizioni | Contatti | Licenze | Avvertenze legali".

Figure 1: NILDE login screen with new user registration box highlighted

Register as follows :

- creation of a traditional account where credentials are issued by the NILDE system

When registering, the user will be asked if he/she has IDEM-GARR institutional credentials; the procedure will guide the user through the creation of the account according to the answer. Select NO to create a traditional account.

Registration - Traditional account

Traditional user registration takes place in 4 steps.

1. Having clicked on No, you will have to choose Username and Password;

Registrazione utente

Sei in possesso di un account istituzionale IDEM-GARR?

Sì No

Scegli username e password

Username: *

Lo username deve avere un minimo di 5 caratteri

Password: *

La password deve avere un minimo di 8 caratteri

Conferma password: *

* campi obbligatori

Prosegui →

Figure 2: Registration of a traditional user who does not have an IDEM-GARR institutional account: username and password entry form

2. In the second step, the library must be selected, searching by parameters such as province, institution or by keyword;

The screenshot shows a web form titled "Registrazione utente". At the top, there is a breadcrumb trail: "Registrazione > Utente". Below the title, the section "Scegli la tua biblioteca" contains a "Nazionalità:" dropdown menu set to "Italia". There are three radio buttons for search criteria: "Cerca per provincia" (selected), "Cerca per istituzione", and "Cerca un termine". Below these is a dropdown menu for the province, currently set to "Caserta". A message states "La ricerca ha fornito 11 biblioteche." followed by a list of 11 library options, each with a radio button. The second option, "Ufficio di Biblioteca del Dipartimento di Giurisprudenza - Università degli studi della Campania 'Luigi Vanvitelli'", is selected. At the bottom left, there is a red asterisk and the text "* campi obbligatori". At the bottom, there are two red buttons: "Indietro" with a left arrow and "Prosegui" with a right arrow.

Figure 3: User registration: library selection The example shows a list of libraries searched by institution.

3. Complete the form with your personal information. Fields with * are mandatory;

★ ▶ Registrazione ▶ Utente

Completa la registrazione con i tuoi dati

Nome: *

Cognome: *

Indirizzo e-mail: * **NAME.SURNAME@STUDENTI.UNICAMPANIA.IT**

Telefono principale: - *

Telefono secondario: -

Fax: -

Qualifica: *

Dipartimento / Istituto: *

Matricola / Tessera:

Referente:

Lingua preferita:

Lingua madre:

Skype:

Inviando la richiesta di registrazione si accettano le condizioni indicate nelle [Avvertenze legali](#)

* campi obbligatori

← Indietro

Prosegui →

NB

REGISTRATION MUST BE CARRIED OUT
BY ENTERING ONLY THE INSTITUTIONAL
E-MAIL ADDRESS:

NAME.SURNAME@STUDENTI.UNICAMPANIA.IT

NAME.SURNAME@UNICAMPANIA.IT

Figure 4: User registration: personal information form

4. The final registration screen will display a summary of the data entered during the procedure.

🏠 ▶ Registrazione ▶ Utente

Registrazione utente

Registrazione completata, il tuo account è stato creato

È necessario attendere che la biblioteca scelta abiliti il vostro account.
Riceverete una mail di conferma dell'avvenuta abilitazione al servizio **NILDE**.

Nome:
Cognome:
Qualifica:
Dipartimento / Istituto:
Lingua preferita: it
Lingua madre: it

Biblioteca: **CNR Biblioteca Area della Ricerca di Bologna**

+39...

< [Torna alla Home-page](#) > [Stampa](#)

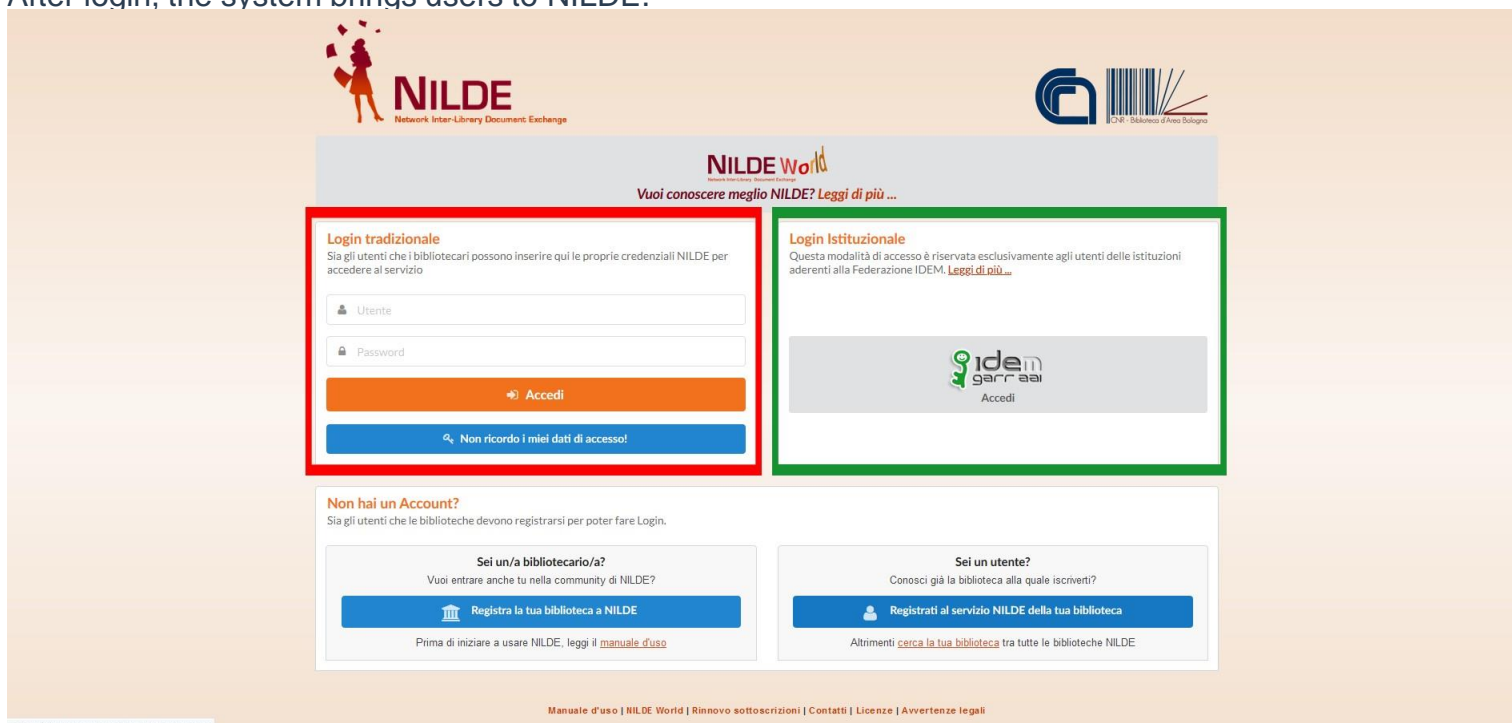
Figure 5: User registration: summary of data (end)

If the registration is successful, the system sends a confirmation email to the user, however, the user cannot use the account until the library has enabled it. As soon as the library has enabled the user account, the system sends a second activation confirmation email.

User login and credential recovery

The login area is the access to the system for both user and library authentication. The traditional login is done by entering the username and password chosen during registration.

Figure 12: NILDE login screen with the two types of login: traditional and institutional
After login, the system brings users to NILDE.



Credential recovery

Those who access the NILDE service via the traditional login can retrieve their forgotten credentials by going to I don't remember my login details!

NILDE
Network Inter-Library Document Exchange

NILDE World
Vuoi conoscere meglio NILDE? Leggi di più ...

Login tradizionale
Sia gli utenti che i bibliotecari possono inserire qui le proprie credenziali NILDE per accedere al servizio

Utente

Password

Accedi

Non ricordo i miei dati di accesso!

Login Istituzionale
Questa modalità di accesso è riservata esclusivamente agli utenti delle istituzioni aderenti alla Federazione IDEM. [Leggi di più...](#)

idem garraai
Accedi

Non hai un Account?
Sia gli utenti che le biblioteche devono registrarsi per poter fare Login.

Sei un/a bibliotecario/a?
Vuoi entrare anche tu nella community di NILDE?

Registra la tua biblioteca a NILDE

Prima di iniziare a usare NILDE, leggi il [manuale d'uso](#)

Sei un utente?
Conosci già la biblioteca alla quale iscriverti?

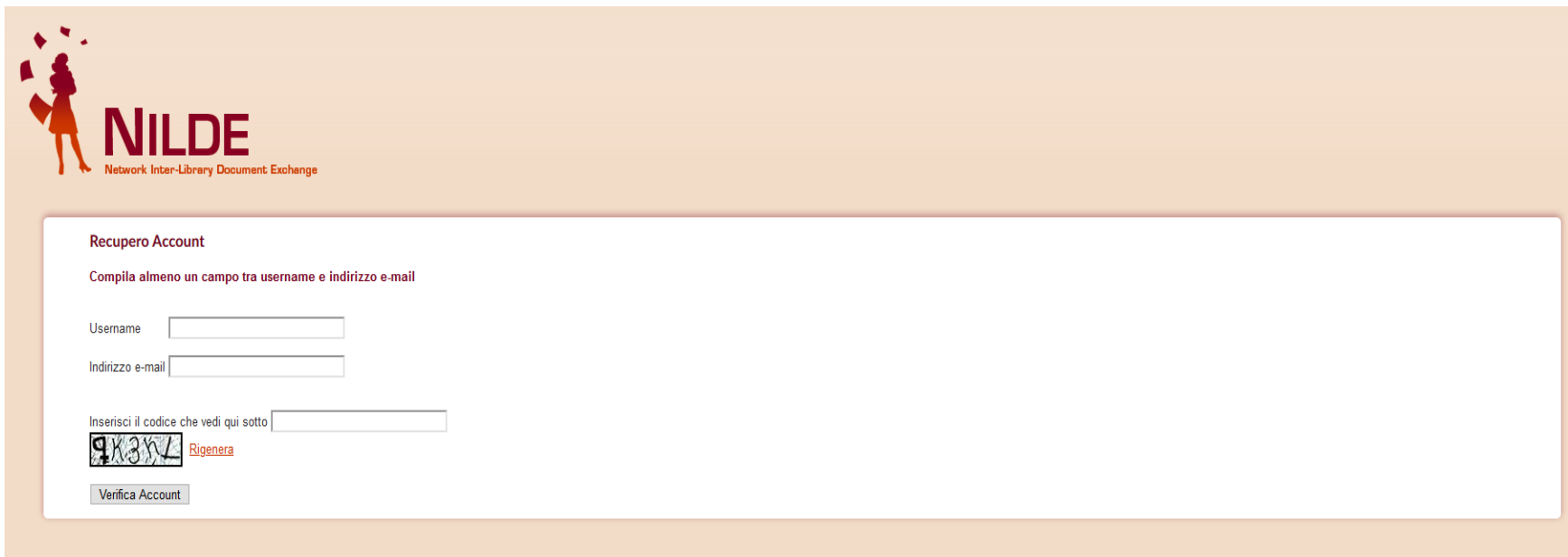
Registrati al servizio NILDE della tua biblioteca

Altrimenti [cerca la tua biblioteca](#) tra tutte le biblioteche NILDE

Manuale d'uso | NILDE World | Rinnovo sottoscrizioni | Contatti | Licenze | Avvertenze legali

Figure 13: NILDE login screen with the item I don't remember my login details! highlighted to retrieve my credentials.

Now enter your username and/or e-mail address and enter the captcha, as shown in figure 14. Then click on Verify Account.



NILDE
Network Inter-Library Document Exchange

Recupero Account

Compila almeno un campo tra username e indirizzo e-mail

Username

Indirizzo e-mail

Inserisci il codice che vedi qui sotto


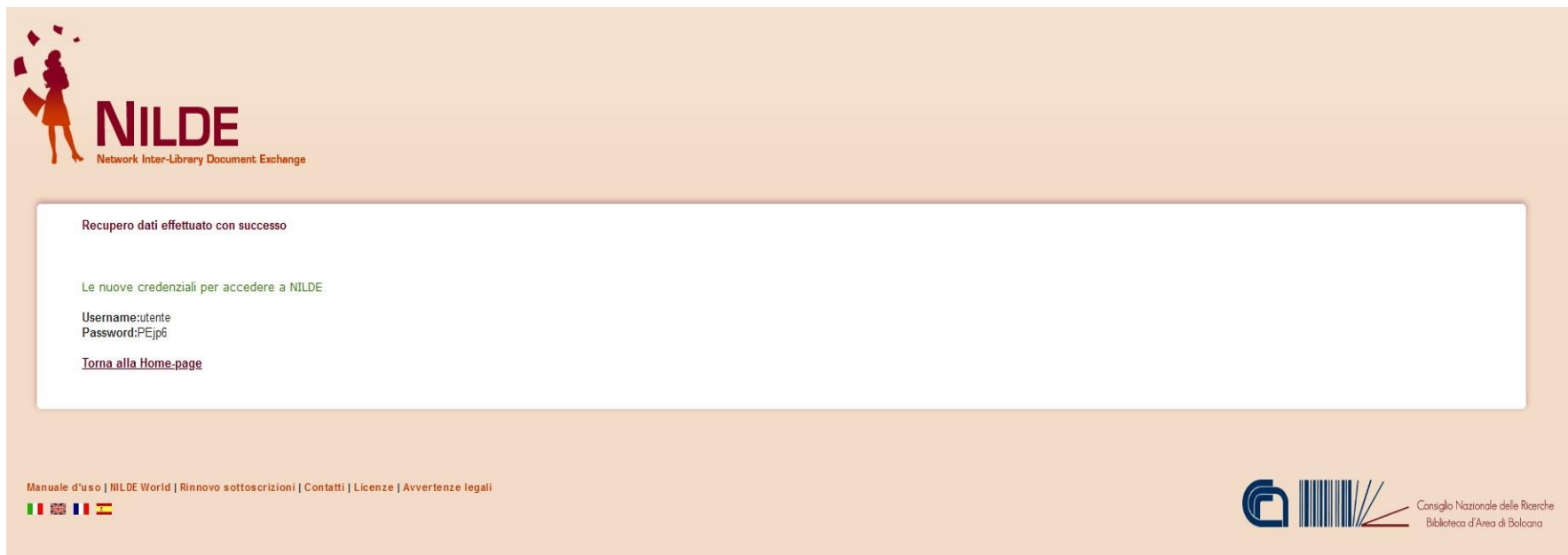
 [Rigenera](#)

Figure 14: Credentials recovery procedure: Form to be filled in

If the data entered are correct, the system sends the user an email containing a link which, when opened, directs the user to a screen from which the new credentials are activated.

You will then receive a second e-mail with the same credentials confirming that the procedure was successful (see fig.15).



The screenshot shows the NILDE (Network Inter-Library Document Exchange) interface. At the top left is the NILDE logo, featuring a stylized figure and the text "NILDE Network Inter-Library Document Exchange". Below the logo, a white box contains the following text: "Recupero dati effettuato con successo", "Le nuove credenziali per accedere a NILDE", "Username:utente", "Password:PEjpb6", and a link "Torna alla Home-page". At the bottom left of the page, there is a navigation menu with links: "Manuale d'uso | NILDE World | Rinnovo sottoscrizioni | Contatti | Licenze | Avvertenze legali" and flags for Italy, Spain, and France. At the bottom right, there is a logo for the Consiglio Nazionale delle Ricerche Biblioteca d'Area di Bologna.

Figure 15: Credentials recovery procedure: Screen with new credentials to access NILDE.

Once you have logged in, the system takes you to your Personal Area of NILDE users, which allows you to manage your bibliography and send document requests to the library to which you are subscribed.

Possible operations are:

- Edit the user's personal data and the summary of the data of the library to which the user is subscribed;
- Forward the DD request for the document to the library to which the user is subscribed;
- Display the processing status of the request.

NILDE
 Network Inter-Library Document Exchange

Home | MyNILDE | Manuale d'uso | NILDE World | Contatti | Licenze

Benvenuto **Utente** Esci

Nessun riferimento selezionato
 > **Inserisci un nuovo riferimento**

Riferimenti totali: 10
 Richieste totali: 8
 In Attesa: 3 (di cui 0 in attesa di accettazione costo Fuori NILDE)
 Evase: 2
 Inevase: 3

Inserisci nuovo Elimina selezione

Visualizza Tutti 10 per pagina 1 - 8 di 8

Visualizza	Titolo Rivista/Libro	Autore	Anno	DOI
<input type="checkbox"/>	A world of science (Online) titolo	autore	2011	
<input type="checkbox"/>	Acqua & aria [1982] Titolo	Autore	1999	
<input type="checkbox"/>	Il futuro del disegno con il BIM per ingegneri e architetti	Osello A.	2012	
<input type="checkbox"/>	International Journal of Remote Sensing Rainfall-runoff simulation and flood dynamic monitoring based on CHIRPS and MODIS-ET	Yu C	2020	
<input type="checkbox"/>	Journal of Chromatography A Quantification of poisons for Ziegler Natta catalysts and effects on the production of polypropylene by gas chromatographic with simultaneous detection: Pulsed discharge helium ionization, mass spectrometry and flame ionization.	Hernández-Fernández Joaquin	2020	
<input type="checkbox"/>	Le Scienze Titolo	Autore	2018	
<input type="checkbox"/>	Nature photonics (Online) Titolo	Autore	2014	
<input type="checkbox"/>	Scuola insieme Titolo	Autore	2008	

1 - 8 di 8

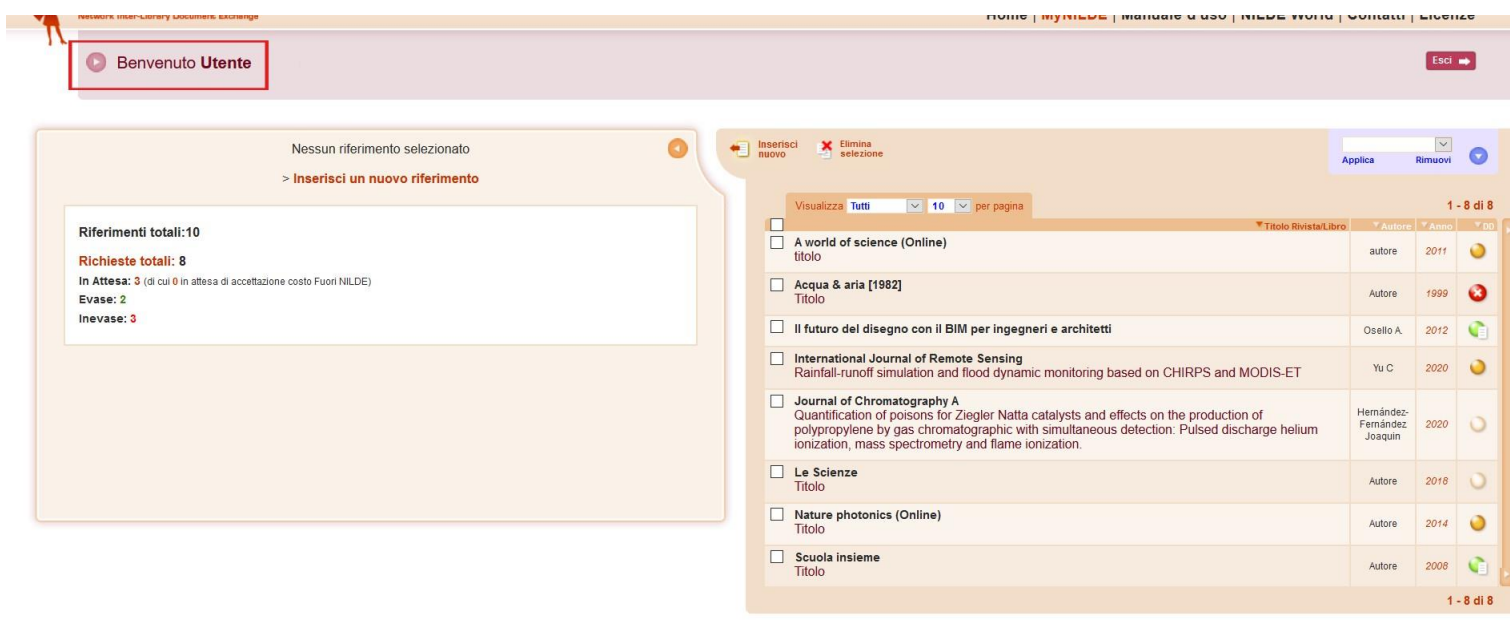
Figure 1: NILDE Personal User Area.

Modifying personal data

By clicking on the button to the left of the Welcome message, the menu for editing the user's personal data opens and it is possible to view the data of the library to which the user is subscribed.

Figure 2: Screenshot of the NILDE Personal Area with the Welcome button highlighted to open the personal data edit menu.

Click on edit to modify your data. Some of these are mandatory at the time of registration but can be changed at any time. In particular, the user's qualification must be selected from the drop-down menu which will only show the standardised qualifications possible for the type of institution to which the library belongs. The Institute or Department will be selectable if the library manages users from different university departments or research institutes.



The screenshot shows a user interface with a light purple background. At the top left, there is a dropdown menu icon and the text "Benvenuto Utente". At the top right, there is a red button labeled "Esci" with a right-pointing arrow. The main content is divided into two columns. The left column is titled "Il mio account" and contains a "Modifica" button with a person icon. Below the title, there are several fields: "Username:" with a text input, "Password:" with a masked input (dots), "Nome: Utente", "Cognome:", "Qualifica:", "Dipartimento / Istituto: Senza dipartimento", "Lingua preferita: it", and "Lingua madre: it". At the bottom of this column, there is a red button with a mail icon and the text "051-". The right column is titled "La mia biblioteca" and contains "Biblioteca: Biblic", a red button with a phone icon and "111-111", and a warning message: "ATTENZIONE: Servizio DD sospeso dal 0000-00-00 al 0000-00-00". Below this, there is a red button with a mail icon and the text "Referente del servizio di DD:".

Figure 3: Screen with the personal data menu open.

NILDE
Network Inter-Library Document Exchange

Home | [MyNILDE](#) | [Manuale d'uso](#) | [NILDE World](#) | [Contatti](#) | [Licenze](#)

Benvenuto **Utente** Esci

Il mio account

Password:

Conferma password:

Nome: *

Cognome: *

Qualifica: ▼ *

Dipartimento / Istituto: **Senza dipartimento** ▼ *

Matricola / Tessera:

Referente:

Lingua preferita: ▼

Lingua madre: ▼

Indirizzo e-mail: *

Telefono principale: - *

Telefono secondario: -

Fax: -

Skype:

* campi obbligatori

La mia biblioteca

Biblioteca: **Biblio**

☎ 111-111

ATTENZIONE: Servizio DD sospeso dal 0000-00-00 al 0000-00-00

Referente del servizio di DD:

Figure 4: Edit personal data menu screen with editable fields.

How to make an application

You can insert a new reference in the bibliography by clicking on Insert New. Then select the document type. The fields to be completed vary depending on the type of document

The screenshot shows the NILDE (Network Inter-Library Document Exchange) web interface. At the top, there is a navigation bar with links: Home | MyNILDE | Manuale d'uso | NILDE World | Contatti | Licenze. Below this, a user status bar displays "Benvenuto Utente Prova" and an "Esci" button. The main content area is a large, light-colored box with the text "Selezionare il tipo di documento:" followed by two options: "> Articolo" and "> Parte di libro". The bottom of the page features a footer with links: Manuale d'uso | NILDE World | Rinnovo sottoscrizioni | Contatti | Licenze | Avvertenze legali, and logos for the Consiglio Nazionale delle Ricerche and Biblioteca d'Area di Bologna.

Figure 5: Inserting or requesting a new document: selecting the type of document to be inserted or requested



▶ Benvenuto **Utente Prova**

Esci ➔

Articolo ✕

Titolo Rivista/Libro: *

Titolo articolo/sezione:


Autore: **Altri autori:**

Anno: Volume: Fascicolo: Pag. iniziale: Pag. finale:

Abstract:

DOI: 10. / ISSN: Editore: Luogo di edizione: SID: PMID:

Figure 6: Inserting or requesting a new document: filling in the descriptive fields of an Article

 **NILDE**
Network Inter-Library Document Exchange

Home | [MyNILDE](#) | [Manuale d'uso](#) | [NILDE World](#) | [Contatti](#) | [Licenze](#)

▶ Benvenuto **Utente Prova** Esci ▶

Parte di libro ✕

Titolo Rivista/Libro: *

Titolo articolo/sezione:

Autore: **Altri autori:**

Anno: Volume: Pag. iniziale: Pag. finale:

Abstract:

DOI: 10. / Editore: Luogo di edizione: ISBN: SID: PMID:

Figure 7: Entering or requesting a new document: filling in the descriptive fields of a Part or Book Chapter

The more detailed a request is, the easier and faster it will be to find the document!

You must always fill in the Journal/Book Title, Article/Section Title, Author, Year, Start and End Page.

Dati aggiuntivi

Note personali

Note collocazione

Collocazione:

URL:

File sul proprio disco: Nessun file selezionato.

* campi obbligatori

Note per la biblioteca:

Si informa che la fornitura dell'articolo ha un costo fisso di 2.00 €

Nel caso in cui la biblioteca dovesse sostenere dei costi aggiuntivi per la fornitura del documento da addebitare a lei o al suo istituto/dipartimento:

VORREI CHE MI VENISSE COMUNICATO l'importo prima di decidere *
VORREI CHE MI VENISSE COMUNICATO l'importo prima di decidere
NON ACCETTO alcun costo aggiuntivo
ACCETTO qualsiasi costo aggiuntivo

Figure 8: Entering or requesting a new document: Detail of additional data to be completed in case of a request to the library.

It is also recommended to enter ISSN of the journal and ISBN of the book.

The user, when submitting the request, has the option of informing his or her library of the intention to incur any additional costs for the retrieval of the material outside the NILDE network.

There are 3 options:

1. I WOULD LIKE TO BE INFORMED of the amount before deciding;
2. I DO NOT ACCEPT any additional costs;
3. I ACCEPT any additional cost.

If the library has to charge for the document, the user will receive an email specifying the amount of the additional cost and giving the user the possibility to accept or refuse the conditions proposed by the library.

NB

It is not necessary to make this notification as the library only provides this service free of charge.

Only bibliographic data and library notes are transmitted in the event of a request. To save the reference in your bibliography, simply click the Save button.

Please note: if you save, the request will not be sent, but you can request the document at a later date.

If, on the other hand, you wish to forward the request to your library, click on Request.

In both cases, you can view the reference in the Reference Manager.

To request a saved document, click on the reference to view it in detail and, on the left-hand side at the bottom, click on Request.

The screenshot shows the NILDE (Network Inter-Library Document Exchange) user interface. At the top, there is a navigation bar with links for Home, MyNILDE, Manuale d'uso, NILDE World, Contatti, and Licenze. Below this, a banner area displays 'Benvenuto Utente Prova' and an 'Esci' button. The main content area is divided into two panels. The left panel shows details for an article titled 'Journal of Chromatography A', including the author 'Hernández-Fernández Joaquin', the year '2020', and the volume '1614'. The right panel displays a list of search results with columns for 'Titolo Rivista/Libro', 'Autore', 'Anno', and 'DD'. The selected article is highlighted in orange. A 'Richiedi' button is visible at the bottom left of the left panel.

Figure 9: NILDE User Personal Area with details of the open bibliographic reference to be requested by clicking on 'Request'.

Request Status

The status of the request is visible through three types of traffic lights:

1. Yellow traffic light: the request is being processed;
2. Red traffic light: the request is pending;
3. Green traffic light: the request has been dealt with. In this case, the library informs the user how the document will be delivered.

The screenshot shows the NILDE (Network Inter-Library Document Exchange) interface. At the top, there is a navigation bar with links for Home, MyNILDE, Manuale d'uso, NILDE World, Contatti, and Licenze. A user is logged in as 'Utente Prova'. The main content area is divided into two panels. The left panel, titled 'Parte di libro', shows details for a specific reference: 'Titolo Rivista/Libro: Il futuro del disegno con il BIM per ingegneri e architetti', 'Autore: Osello A.', and 'Anno: 2012'. It also includes sections for 'Dati aggiuntivi' (Note personali, Note collocazione) and 'Document Delivery' (Richiesta effettuata il: 17/12/2019, Richiesta evasa il: 05/04/2020). The right panel is a list of references with columns for 'Visualizza', 'Titolo Rivista/Libro', 'Autore', 'Anno', and a traffic light icon. The selected reference is 'Il futuro del disegno con il BIM per ingegneri e architetti' by Osello A. in 2012, which has a green traffic light icon.

Visualizza	Titolo Rivista/Libro	Autore	Anno	Status
<input type="checkbox"/>	A world of science (Online)	autore	2011	Yellow
<input type="checkbox"/>	Acqua & aria [1982]	Autore	1999	Red
<input checked="" type="checkbox"/>	Il futuro del disegno con il BIM per ingegneri e architetti	Osello A.	2012	Green
<input type="checkbox"/>	International Journal of Remote Sensing	Yu C	2020	Yellow
<input type="checkbox"/>	Journal of Chromatography A	Hernández-Fernández Joaquin	2020	Yellow
<input type="checkbox"/>	Le Scienze	Autore	2018	Yellow
<input type="checkbox"/>	Nature photonics (Online)	Autore	2014	Yellow
<input type="checkbox"/>	Scuola insieme	Autore	2008	Green

Figure 10: Reference manager of NILDE users with the detail of a bibliographic reference received.