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Export Your Open and Completed Interlibrary Lending (ILL) Request History

History is available from approximately 2019 to present.

1

Navigate to

<https://caul-cbua.relais-host.com/user/login.html?group=patron&LS=NSAS>

⚠️ IMPORTANT SERVICE CHANGE ⚠️

As of December 18, 2025, the Angus L. Macdonald Library will no longer be processing requests through this form.

Students, staff, faculty and community borrowers are encouraged to place requests via the [Novanet Catalogue](#). Please email us at docdel@stfx.ca for more information or assistance.

CAAL
CBPA Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Document Services

To log in, enter your 14-digit barcode (on the front of your SFX ID card or the back of your library card). Your password is your surname (exactly how it is spelled in your library account).

Barcode:

Password:

[Login Assistance](#)

2 Enter your barcode and password and click "Login"

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Document Services

To log in, enter your 14-digit barcode (on the front of your SFX ID card or the back of your library card). Your password is your surname (exactly how it is spelled in your library account).

Barcode: 2199300

Password: *****

Login **Reset**

[Login Assistance](#)

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3 Click "Open Requests"

Open Requests (1)

Export Requests

Showing 1 to 1 of 1 entries

Previous 1 Next

Request Number	Title	Author	Submitted On	Need Before	Due Date	Article Link	Status Date	Status
PFX-48436353			2025-08-28 09:03:25 AM		2026-01-12 12:00:00 AM		2025-12-11 10:18:23 AM	On Loan

Request Number: PFX-48436353 **Title:** **Author:** **Submitted On:** 2025-08-28 09:03:25 AM **Need Before:** **Due Date:** 2026-01-12 12:00:00 AM **Article Link:** **Status Date:** 2025-12-11 10:18:23 AM **Status:** On Loan

Author of article:

ISBN: **Publication date:** 2023 **ISSN:** **Publisher:** **Volume / Issue:** /

Submitted on: 2025-08-28 09:03:25 AM **Need before:** **Due date:** 2026-01-12 12:00:00 AM **Status date:** 2025-12-11 10:18:23 AM **Status:** On Loan

Article link:

External URL Note: **External URL:**

History **Renew** **Message**

Showing 1 to 1 of 1 entries

Previous 1 Next

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4

Click "Export Requests"

Add Request

Article
Book

My Requests

All Requests
Open Requests ✓
Completed Requests
Submitted In The Last 7 Days
Documents Received
Books On Loan

Contact

Library Staff

Open Requests (1)

Showing 1 to 1 of 1 entries

Request Number	Title	Author	Submitted On	Need Before	Due Date	Article Link	Status Date	Status
PFX-48436353	[REDACTED]	[REDACTED]	2025-08-28 09:03:25 AM		2026-01-12 12:00:00 AM		2025-12-11 10:18:23 AM	On Loan

Title: [REDACTED]
Title of article: [REDACTED]
Author: [REDACTED] Author of article: [REDACTED]
ISBN: [REDACTED] ISSN: [REDACTED]
Publication date: 2023 Publisher: [REDACTED]
Edition: [REDACTED] Volume / Issue: [REDACTED]
Pages: [REDACTED]
Submitted on: 2025-08-28 09:03:25 AM Due date: 2026-01-12 12:00:00 AM
Need before: [REDACTED] Status: On Loan
Status date: 2025-12-11 10:18:23 AM
Article link: [REDACTED]
External URL Note: [REDACTED]
External URL: [REDACTED]

History | Renew | Message |

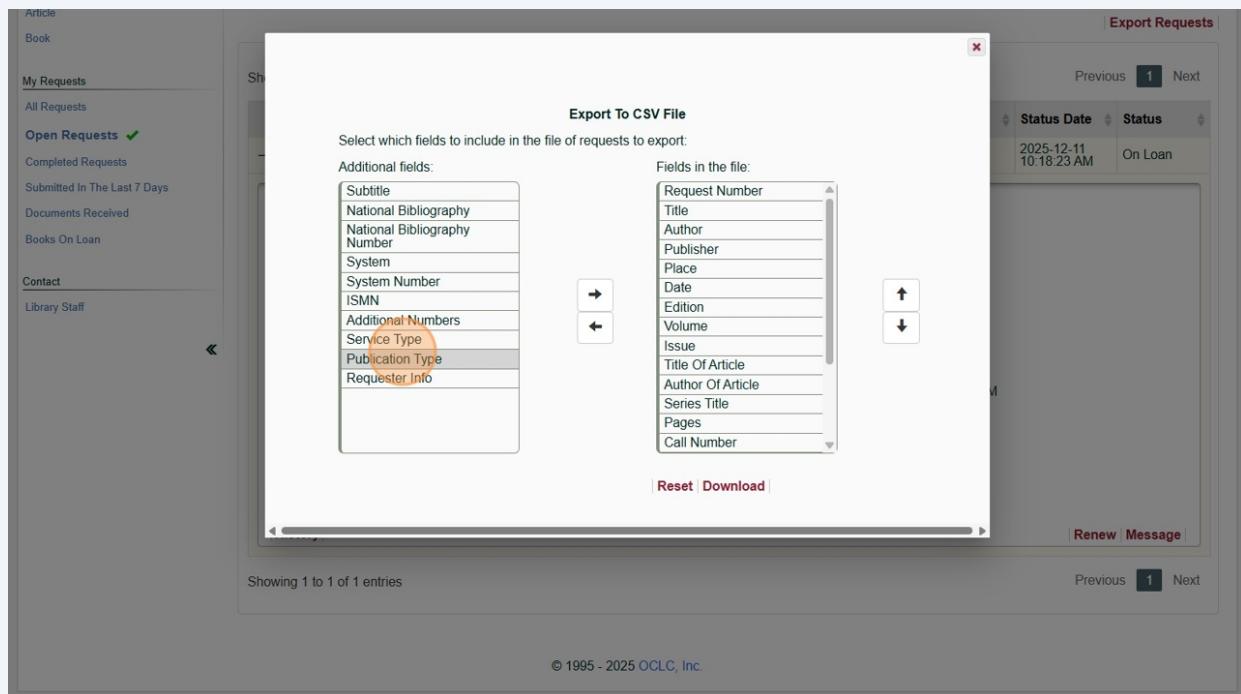
Showing 1 to 1 of 1 entries

Previous 1 Next

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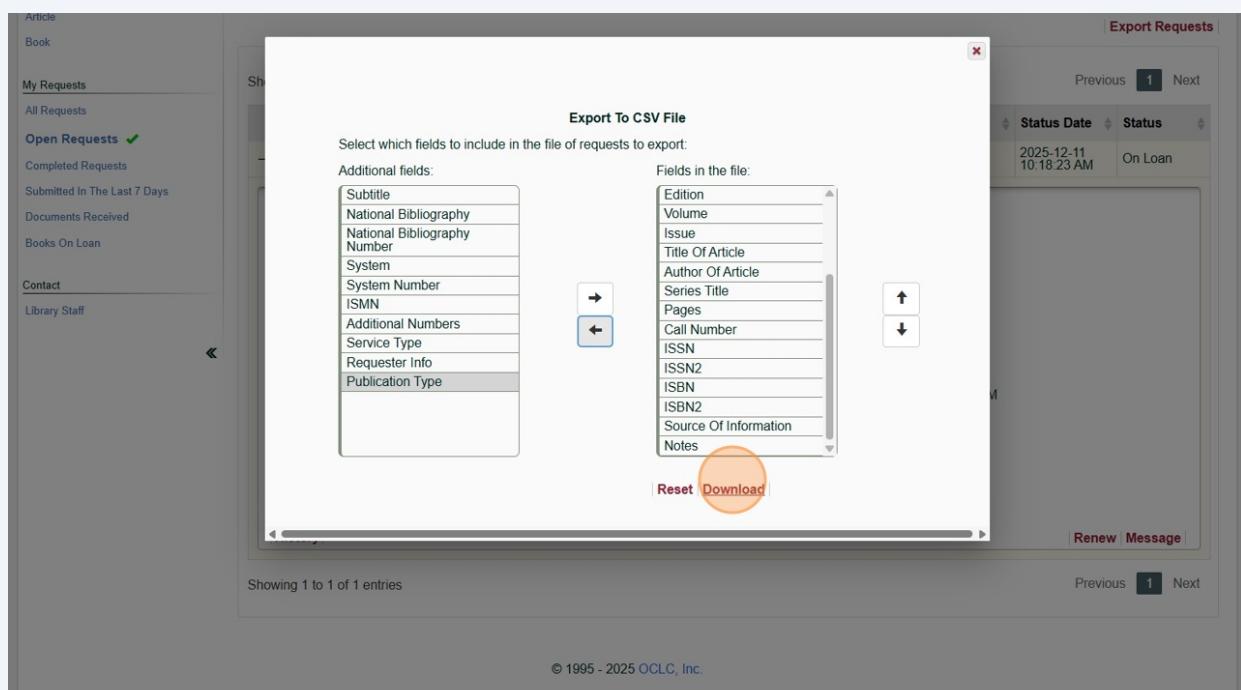
5

Add or remove the fields you wish to export. The block on the right contains the fields which will be exported to the csv document. Click on a cell you want to add or remove and use the left/right arrows to move the headings from one block to another.

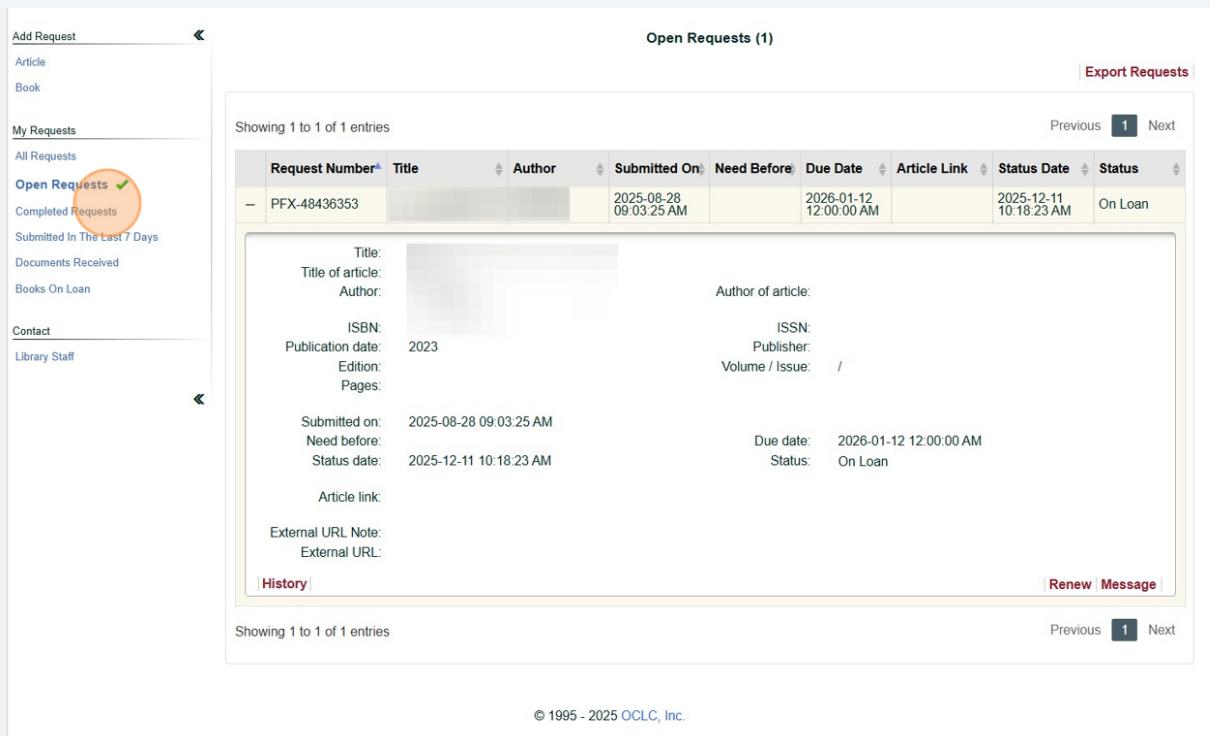


6

Click "Download"



7 Click "Completed Requests"

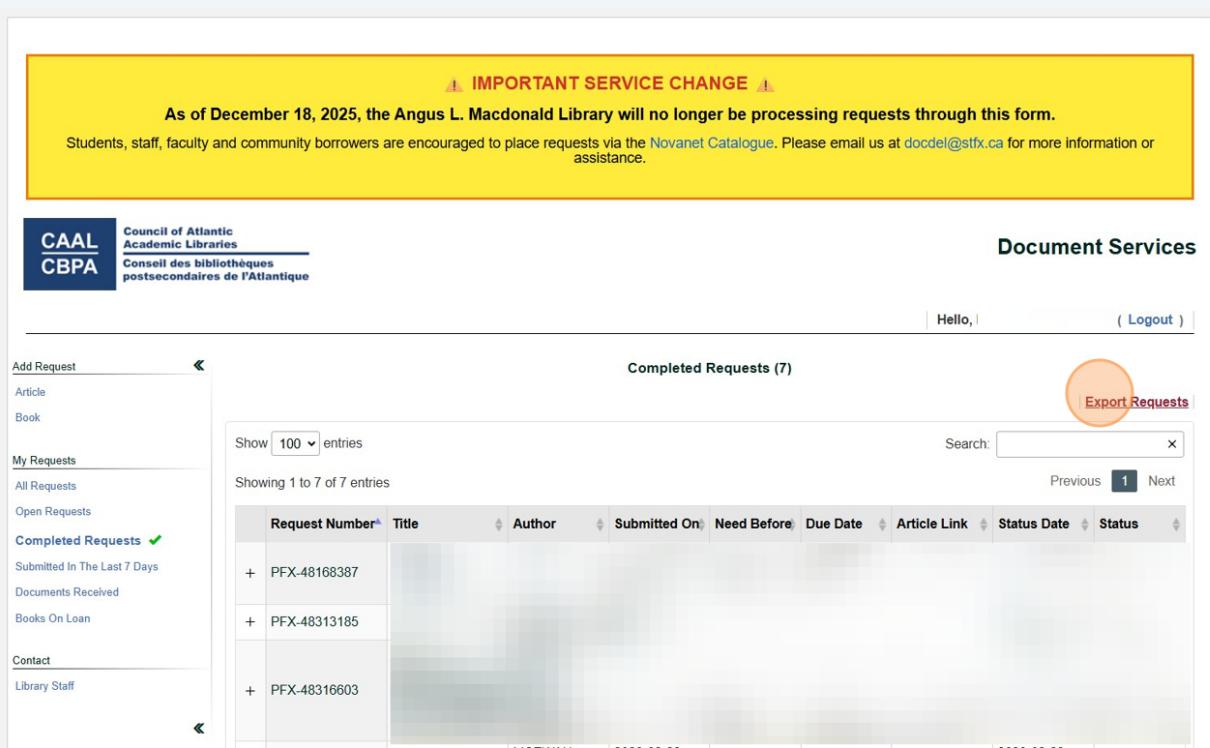


The screenshot shows the 'Open Requests' page with a single entry. The sidebar on the left has a 'Completed Requests' link that is circled in orange. The main content area shows a table with one row, and below it, detailed information for that request, including title, author, and submission date.

Request Number	Title	Author	Submitted On	Need Before	Due Date	Article Link	Status Date	Status
PFX-48436353			2025-08-28 09:03:25 AM		2026-01-12 12:00:00 AM		2025-12-11 10:18:23 AM	On Loan

Below the table, there are fields for Title, Author, ISBN, Publication date, Edition, Pages, Submitted on, Need before, Status date, Due date, Status, Article link, External URL Note, and External URL. A 'History' link is also present.

8 Click "Export Requests"



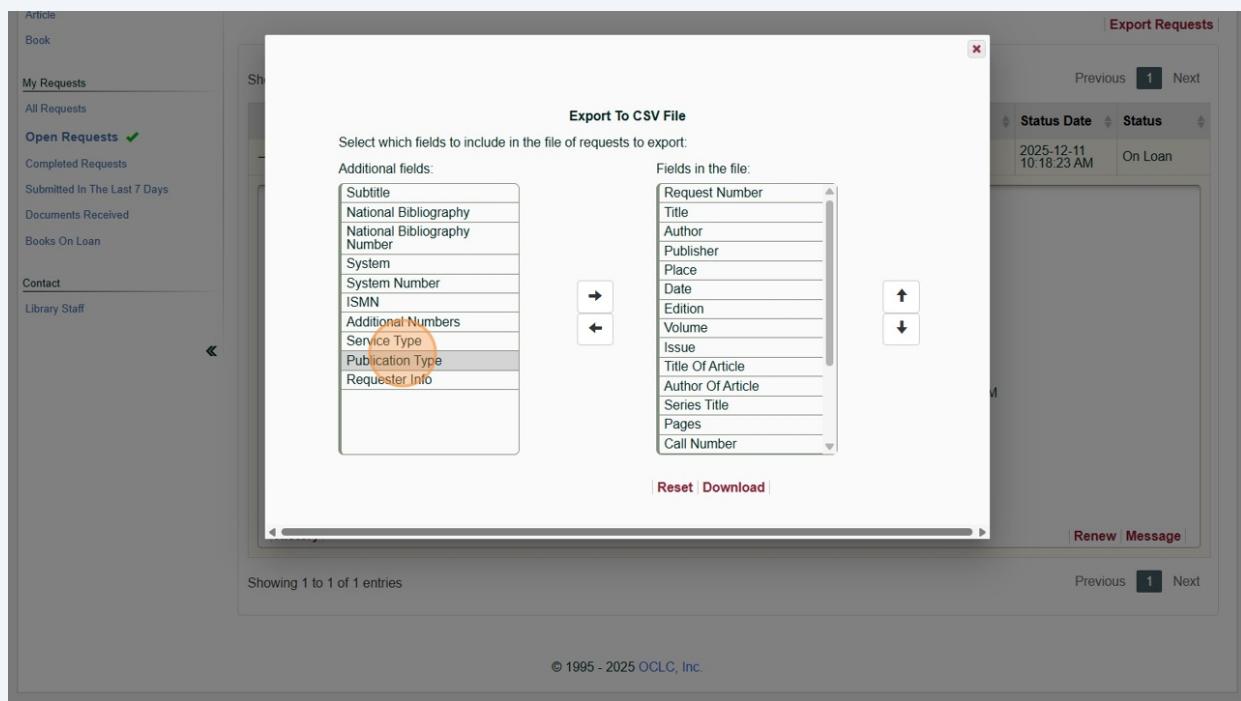
The screenshot shows the 'Completed Requests' page with three entries. The top of the page has a yellow banner with an important service change message. The sidebar on the left has a 'Completed Requests' link that is circled in orange. The main content area shows a table with three rows, and below it, detailed information for each request.

Request Number	Title	Author	Submitted On	Need Before	Due Date	Article Link	Status Date	Status
PFX-48168387								
PFX-48313185								
PFX-48316603								

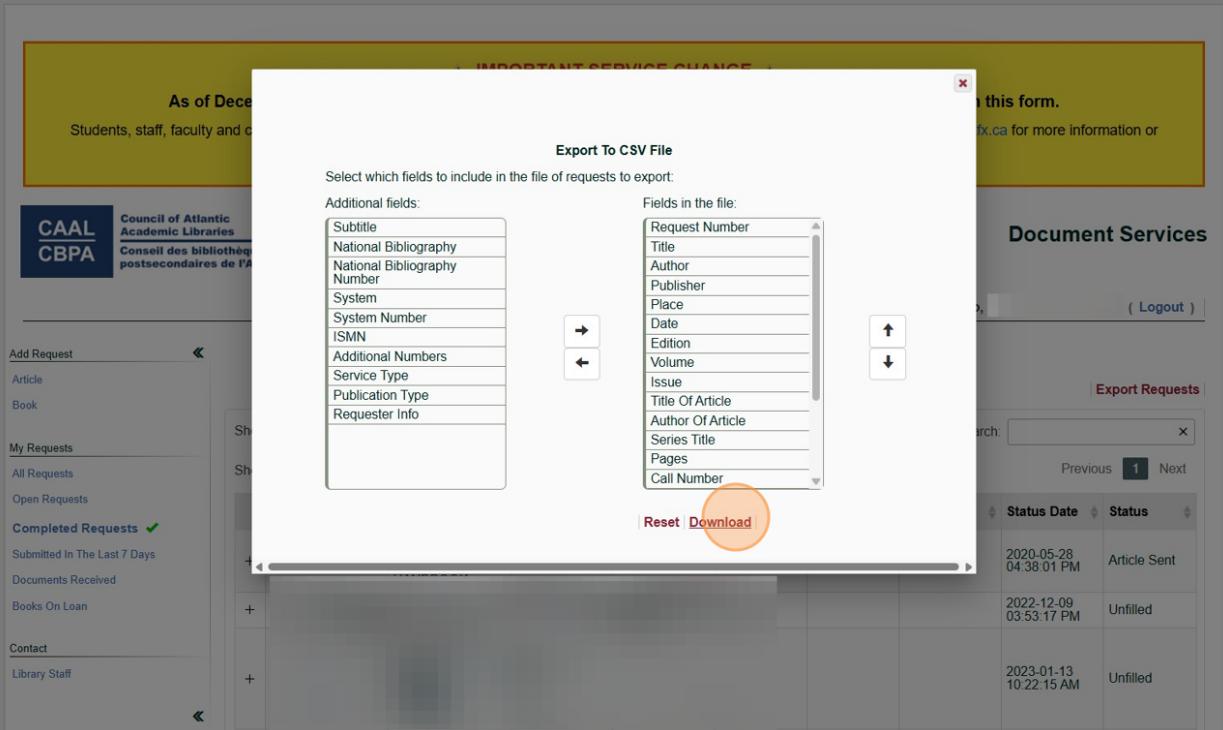
Below the table, there are fields for Title, Author, ISBN, Publication date, Edition, Pages, Submitted on, Need before, Status date, Due date, Status, Article link, External URL Note, and External URL. A 'Search' field and 'Hello, (Logout)' link are also present.

9

Add or remove the fields you wish to export. The block on the right contains the fields which will be exported to the csv document. Click on a cell you want to add or remove and use the left/right arrows to move the headings from one block to another.



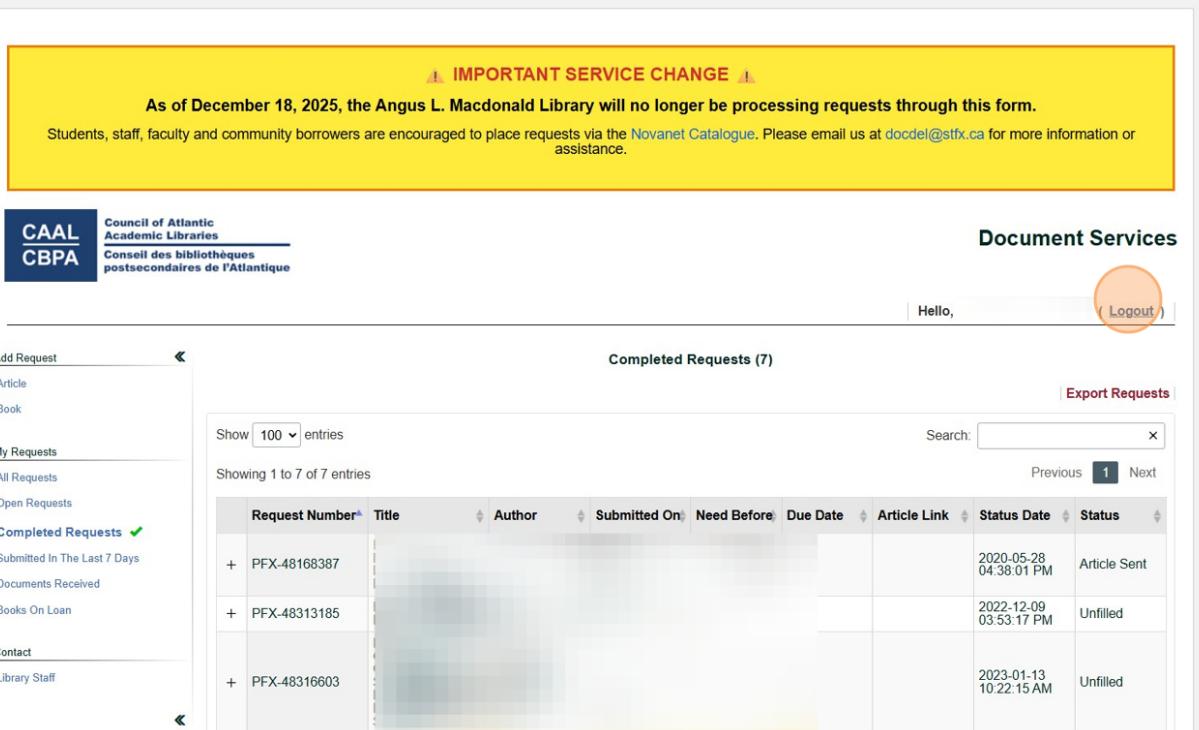
10 Click "Download"



The screenshot shows the 'Document Services' interface. A modal dialog box titled 'Export To CSV File' is open, prompting the user to 'Select which fields to include in the file of requests to export'. On the left, a list of 'Additional fields:' is shown, and on the right, a list of 'Fields in the file:' is shown. The 'Download' button at the bottom of the dialog is highlighted with a red circle. The background shows a table of 'Completed Requests' with three entries.

Status Date	Status
2020-05-28 04:38:01 PM	Article Sent
2022-12-09 03:53:17 PM	Unfilled
2023-01-13 10:22:15 AM	Unfilled

11 Click "Logout"



The screenshot shows the 'Document Services' interface. A yellow 'IMPORTANT SERVICE CHANGE' banner at the top states: 'As of December 18, 2025, the Angus L. Macdonald Library will no longer be processing requests through this form. Students, staff, faculty and community borrowers are encouraged to place requests via the Novanet Catalogue. Please email us at docdel@stfx.ca for more information or assistance.' On the right, a 'Hello, (Logout)' button is highlighted with a red circle. The background shows a table of 'Completed Requests' with three entries.

Request Number	Title	Author	Submitted On	Need Before	Due Date	Article Link	Status Date	Status
PFX-48168387							2020-05-28 04:38:01 PM	Article Sent
PFX-48313185							2022-12-09 03:53:17 PM	Unfilled
PFX-48316603							2023-01-13 10:22:15 AM	Unfilled

12 Open your downloaded files and save your documents.