How do I search for and create an article request?

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Applies to

- WorldShare Interlibrary Loan
- Tipasa

Answer

1. Open Discover Items and search for the Journal title NOT the article title.

2. After you locate the journal you will have a list of libraries to choose from.

3. Find the year the article was published.

4. Check the Holdings listed for each library and select the libraries that own the year you need.

5. Click the Supplier (libraries) you want to add to the Lender string then click "Create Request" button to create the request.

6. On the Request fill in the Article title, Article Author, Volume, Issue, Date, and Pages fields add your patron information and click the "Send Request" button.
### How do I search for and request an item from the WorldShare ILL system?

#### Steps:

1. **Search for the item**
   - Use the search bar to enter the title, author, or other search terms.
   - Choose the appropriate search parameters (e.g., Library, Location, Field).

2. **Select the source library**
   - Click on the library name to view its holdings.

3. **Check availability**
   - Examine the availability of the item at the selected library.
   - If available, click on the title to see its details.

4. **Request the item**
   - If the item is not available, click on the request button.
   - Fill in any necessary request details.

5. **Track the request**
   - Check the status of your request in the user interface.

#### Tips:

- Use exact spellings and complete terms to improve search results.
- Check the library's holdings for multiple items simultaneously.

#### Additional Resources:

- [WorldShare ILL Support](https://www.oclc.org/help/worldshare-ill/support.html)