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 via ILL?

1. **Find and Request Items: In WorldShare, navigate to the ILL catalog page.**
   - Use the search bar to search for the title, author, or ISBN of the item you need.
   - Select the item you wish to request from the search results.
   - Click on the item to view its details and request status.

2. **Verify Item Availability: Before requesting, ensure the item is available.**
   - Check the available status to confirm if the item is available for loan.

3. **Place the Request: Once availability is confirmed, proceed to place the request.**
   - Enter your request details in the provided fields.
   - Submit the request by clicking on the appropriate button, typically labeled “Create Request” or similar.

4. **Track the Request:** After submitting the request, you can track its status through the ILL catalog page.
   - Monitor the request status to see if it has been received and processed.

5. **Receive the Item:** When the item is ready, it will be shipped to your location.
   - After receipt, return the item according to the specified instructions.

6. **Manage Your Requests:** Keep track of all your ILL requests and responses through the ILL catalog page.
   - Adjust or cancel requests as needed.

### Additional Tips:
- **Requesting Strategies:** Consider borrowing multiple copies at once to speed up the process.
- **Contact Vendor:** For issues or inquiries, contact the vendor at 1-800-545-2526.
- **Shipment Nothing:** If you are unable to receive the item, please inform the vendor.

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**Sample WorldShare ILL Request Page:**

- **Library and Supplier Information:** Displays the library and supplier details.
- **Days to Respond:** Indicates the time frame the supplier has to respond.
- **Location:** Shows the location of the item.
- **Symbol:** Represents the item location.
- **Group:** Indicates the item group.
- **Cost:** Details the cost associated with the item.
- **Holdings:** Lists the number of copies available and their statuses.

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**For More Information:**
- Visit the [OCCLC Support Site](https://help.oclc.org/Resource_Sharing/WorldShare_Interlibrary_Loan/Troubleshooting/How_do_I_search_for_and...) for detailed troubleshooting and further assistance.

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