How do I search for and create an article request?

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Applies to

- WorldShare Interlibrary Loan
- Tipasa

Answer

1. Go to your library’s WorldShare site > **Interlibrary Loan** > **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 locate specific resources?

When you search for resources in WorldShare ILL, you can refine your search using the following options:

- **Search Fields**: Specify which fields you want to search. Common fields include **Author**, **Title**, **Subject**, and **Place**.
- **Date**: Enter a date range to locate resources published within that period.
- **OCLC Number**: Use the OCLC number to search for a specific item.
- **ISBN**: Specify the ISBN to find resources with that unique identifier.
- **ISSN**: Use the ISSN to locate journal issues.

### Instructions for Using WorldShare ILL

1. **Select a Library**:
   - **Library**: Choose the library from the list to indicate where you want to locate the resource.
2. **Set Search Preferences**:
   - **Search Fields**: Choose which fields to search. For example, searching by **Author** or **Title** is common.
3. **Date and OCLC Number**:
   - If searching by **OCLC Number**, enter the exact number to locate specific resources.
   - **Date**: Specify a date range or a specific date to find resources published within that period.
4. **ISBN and ISSN**:
   - **ISBN**: Use the ISBN to find resources with a specific publication identifier.
   - **ISSN**: Enter the ISSN to locate journal issues.

### Example Search

Suppose you are looking for a journal article titled "Healthcare in Developing Countries" published in 2010. You can refine your search using the following parameters:

- **Search Fields**: Author and Title
- **Date**: 2010
- **OCLC Number**: Not specified
- **ISBN**: Not specified
- **ISSN**: Not specified

After entering these parameters, the search results will display all the libraries holding the specified journal article, along with details such as the number of days to respond, the location, and the cost of the loan.

### Additional Tips

- **Hold Requests**: If multiple libraries hold the resource, you can request a hold on multiple copies at once.
- **Costs and Replacements**: Some libraries may charge a fee for loans, which can be displayed in the search results.
- **Contact Information**: If you need further assistance, you can contact the library directly for more information.

By following these steps and utilizing the advanced search features in WorldShare ILL, you can efficiently locate and request resources from libraries worldwide.