How do I create a request if I can't use the request button?


Applies to

- WorldShare ILL
- Tipasa

Answer

This example shows you how to request a Copy using a Group Catalogue (for example https://picarta.on.worldcat.org/) or www.worldcat.org and WorldShare ILL or Tipasa. It is most relevant for libraries that do not have their own Discovery.

Step 1: Navigate to the Group Catalogue of your choice or www.worldcat.org.

Step 2: Find the article your patron is looking for.

Step 3: Copy the ISSN from the journal in which the article is published.

Step 4: Open a new tab of your Group Catalogue or www.worldcat.org and look up the ISSN you just copied. Select the journal you are looking for.

Step 5: Copy the OCN from this specific journal.

Step 6: Find this OCN in WorldShare ILL or Tipasa, using Discover Items, and click **Create Request**.

Step 7: To request a Copy of the article, fill in the article details that you found in Step 2.

Step 8: Navigate to **View Holdings** to create your Lender String.

Step 9: Select a **Custom Holdings Path** and add the OCLC symbols that can deliver a copy to the lender string. To do this automatically, you can also add the Year (of publication) or Volume before you click **OK**. This way, the symbols for the libraries that have added their Holdings in tag 863 will automatically be added to the Lender String.

Step 10: Update the request with the Lender String, apply your **Constant Date Template** and add any other information you want. Create the request.

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