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.