How to use these exercises

OCLC's hands-on training exercises are designed to give you an opportunity to practice building your skills while working in a safe environment.

These interactive exercises can help you learn a new service, teach a new staff member how to use a service, and can also prepare you with basic knowledge about a service prior to taking one of our instructor-led courses.

Create a loan request

This 2-part, interactive, self-paced tutorial simulates searching for the item, selecting lenders, and then completing and submitting the request form. You will learn how to create and send a loan request in WorldShare® Interlibrary Loan by clicking objects on the slides and entering text. These are the same simulations used in the OCLC live, online training courses.

Click a link below to begin:

  How to create a loan request, part 1
  How to create a loan request, part 2

After completing these exercises, please take a few moments to complete this brief survey.

Create a copy request

This interactive, self-paced tutorial simulates searching for the item, selecting lenders, and then completing and submitting the request form. You will learn how to create and send a copy request in WorldShare® Interlibrary Loan by clicking objects on the slides and entering text. These are the same simulations used in the OCLC live, online training courses. (10 minutes)

Click the link below to begin.

  How to create a copy request

After completing the exercise, please take a few moments to complete this brief survey.
Receive a loan request

This interactive, self-paced tutorial simulates the actions of a borrowing library receiving a loaned item. You will learn how to mark the request as "Received" by clicking objects on the slides. (10 minutes)

Click the link below to begin.

[How to receive a loan request](#)

After completing the exercise, please take a few moments to complete this [brief survey](#).

Lender respond yes to a loan request

This interactive, self-paced tutorial simulates the actions of a lending library responding yes to a loan request. You will learn how to respond yes to a loan by clicking objects on the slides. (10 minutes)

Click the link below to begin. Use the link to the instructions below to navigate the simulation.

[Lender respond yes to loan](#)

[Instructions](#)

After completing the exercise, please take a few moments to complete this [brief survey](#).

System requirements for Flash-based tutorials

- [Adobe Flash Player](#) (latest version)
- Best viewed in 1024x768 screen resolution or higher.
- Internet Explorer 8.0 or later for Microsoft® Windows® XP (32 bit), Windows Server 2008 (32 bit), Windows Vista® (32 bit), Windows 7 (32 bit and 64 bit), Windows 8 (32 bit and 64 bit), or Windows Server 2012 (64 bit)
- IE10 for the Desktop for Windows 8; not supported on Windows 8 Metro version
- Firefox (latest version)
- Google Chrome (latest version)
- Opera (latest version)
- Safari (latest version)
- For other browsers and operating systems, [check the list of system requirements](#) on the Adobe site.

Having trouble accessing a specific hands-on training module or simulation?

Please contact us at [training@oclc.org](mailto:training@oclc.org) or call 1-800-848-5800.