

Submitting ILL Requests

When you click a **Request this Item** icon for a title on a Brief Browse List or click the **Request this Item** button on a Full Record Display, the ILL Request Form displays.

The screenshot shows the 'Returnable (loan)' ILL Request form. It includes fields for Pickup Location Options, Borrower's Notes, Title/Journal Title, Author/Creator, Publisher (Place, Name, Date), ISBN, Additional Notes, Volumes Needed, and Need by date. A 'PATRON NOTICE' is displayed at the top. Numbered callouts point to various elements: 1 points to the 'Request this Item' button, 2 points to the 'Returnable (loan)' title, 3 points to the 'PATRON NOTICE', 4 points to the 'Pickup Location Options' dropdown, 5 points to the 'Borrower's Notes' text area, 6 points to the 'Title/Journal Title' field, 7 points to the 'Author/Creator' field, 8 points to the 'Publisher (Place, Name, Date)' field, 9 points to the 'ISBN' field, 10 points to the 'Additional Notes' field, 11 points to the 'Volumes Needed' field, and 12 points to the 'Need by' date field.

- Enter the required information in the form fields as appropriate. Fields identified with a red asterisk must be filled in. All other fields are optional.
- Bibliographic information for the title is pre-filled by the system using values taken from the MARC Record for the title being requested.
- Your personal information necessary to manage and track the ILL Request is entered by the system using values taken from the User Record for your account.
- The system enters a default **Need by** date for the request. If you wish to change the default **Need by** date, enter the desired date in the **Need by** text box.

When all necessary information has been entered, click the **Submit** button to submit the request.

- A Confirmation screen displays indicating that your request has been accepted by the system.

The screenshot shows the ILL Request Confirmation screen. It displays the request details, including the Request ID, Request Date, Request Status, Request Type, Title/Journal Title, Author/Creator, Publisher (Place, Name, Date), ISBN, Need by date, Last Name, First Name, and Library Card Number. A 'PATRON NOTICE' is also displayed. Numbered callouts point to various elements: 1 points to the 'Request this Item' button, 2 points to the 'Returnable (loan)' title, 3 points to the 'PATRON NOTICE', 4 points to the 'Pickup Location Options' dropdown, 5 points to the 'Borrower's Notes' text area, 6 points to the 'Title/Journal Title' field, 7 points to the 'Author/Creator' field, 8 points to the 'Publisher (Place, Name, Date)' field, 9 points to the 'ISBN' field, 10 points to the 'Additional Notes' field, 11 points to the 'Volumes Needed' field, and 12 points to the 'Need by' date field.

Tracking Your Requests

When you log into the system as an authenticated user, the following features are available to you through **Your Account**.

The screenshot shows the 'Your Account' page. It includes a sidebar with links to Home, Your Items, Items From Other Libraries, Your Settings, Your Profile, Your Preferences, Your Favorite Resources, Your Favorite Web Links, Search History, Your Lists, and Log Out. The main content area displays the 'Your Account' information. Numbered callouts point to various elements: 1 points to the 'Your Account' link, 2 points to the 'Items From Other Libraries' link, 3 points to the 'Your Items' link, 4 points to the 'Your Settings' link, 5 points to the 'Your Profile' link, 6 points to the 'Your Preferences' link, 7 points to the 'Your Favorite Resources' link, 8 points to the 'Your Favorite Web Links' link, 9 points to the 'Search History' link, 10 points to the 'Your Lists' link, and 11 points to the 'Log Out' link.

- Click the **Your Account** link [1] to display the Your Account menu.
- Select **Items From Other Libraries** [2] to track and manage your ILL Requests.

The screenshot shows the 'Items From Other Libraries' page. It displays a list of items with columns for Title, Author, Pub Year, Status, Date, Need By, and Pickup Location. Numbered callouts point to various elements: 1 points to the 'Your Account' link, 2 points to the 'Items From Other Libraries' link, 3 points to the 'Sort By' dropdown, 4 points to the 'Show Hidden Requests' button, 5 points to the 'Cancel Item' button, 6 points to the 'Track' button, 7 points to the 'Items From Other Libraries' link, and 8 points to the 'Show Hidden Requests' button.

The Items from Other Libraries screen lists up to 200 currently active ILL requests for your account. Requests are initially listed in alphabetic order by **Title**. If your library has established ILL Request Limits, the screen shows the number of requests you have submitted during the current time period, and the number of additional requests you can submit.

- Use the **Sort By** menu [3] to re-sort the list. You can sort the list by **Title**, **Author**, **Pub Year**, **Request ID** or **Request Date**.
- Click the **Hide** button [4] for to hide a request in the list. Click the **Show Hidden Requests** button [5] to show *all* hidden requests.
- Depending on the status of the request, use the **Pickup Location** menu [6] to change the Pickup Location for the requested item.
- For "in process" requests, click the **Cancel Item** button [7] to cancel the request.
- When mediated patron renewal is enabled, click the **Renew Item** button for an item to request a renewal.

Quick Reference Guide for Search and Interlibrary Loan

Use this guide to become familiar with the features and functions available for searching your library's catalog, and for submitting and tracking Interlibrary Load Requests. Depending on your library's preferences, some features may differ from those described.

Logging In

You must provide a valid **Username** and **Password** to log into the system with authenticated patron privileges.

The screenshot shows the login screen. It includes a 'Please Login' button and a 'Forgot Your Password' link. Numbered callouts point to various elements: 1 points to the 'Please Login' button, 2 points to the 'Username' field, 3 points to the 'Password' field, and 4 points to the 'Submit' button.

- Click the **Please Login** link [1] to display the Login screen.
- Enter your **Username** [2] and **Password** [3], then click the **Submit** button [4].

Quick Search

Quick Search lets you find materials based on the word(s) you enter. You can search using one or more words in your search term.

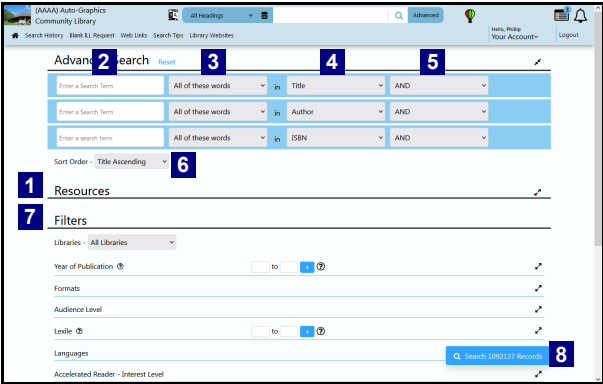
The screenshot shows the Quick Search page. It includes a search bar and a 'Search' button. Numbered callouts point to various elements: 1 points to the search bar, 2 points to the 'Search' button, 3 points to the 'Index' menu, 4 points to the 'Resources' button, and 5 points to the 'Search' button.

- Type your search term (title, author, subject, etc.) in the Quick Search text box [1].
- Click the **Index** menu [2] to choose the index you wish to search. You can search **All Headings**, or a *single* selected index (Title, Author, Subject, etc.).
- Click the **Resources** button [3] to choose the resource(s) you wish to search. You can search *one or more* resources.

Click the **Search** button [4] to submit your search.

Advanced Search

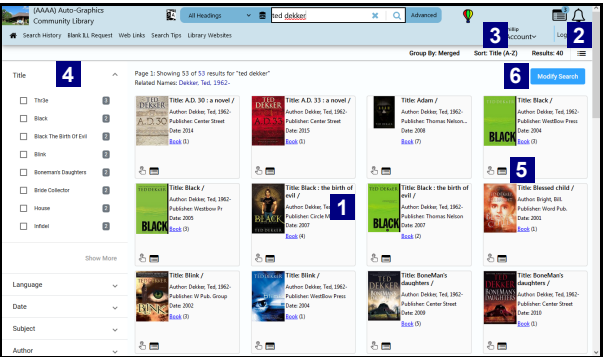
Advanced Search lets you create “search queries” using the logical functions ‘**And**’, ‘**Or**’, and ‘**Not**’. You can enter up to three search terms, and search across multiple indexes. You can also apply “Search Qualifiers” to Advanced Searches.



- Click the **Advanced** link on any screen to display the Advanced Search form.
- Expand the **Resources** field [1] to choose the resource(s) you wish to search. You can search *one or more* resources.
- Type your search term (title, author, subject, etc.) in the **Enter a Search Term** text box [2]. Select the matching criteria for the term from the 1st menu [3]. Select the index you wish to search (**Title**, **Author**, **Subject**, etc.) from the 2nd menu [4]. Select **All Headings** to search the **Title**, **Author** and **Subject** indexes *simultaneously*. Select the logical function to be applied between search terms from the 3rd menu [5]. Enter the 2nd and 3rd terms for your search as necessary.
- Select the sort order for search results from the **Sort Order** menu [6].
- If desired, use **Filters** [7] to *narrow* the scope of your search. For example:
 - Libraries** – Returns items from a specified subset of libraries.
 - Formats** – Returns items of a specified form or media format.
 - Year of Publication** – Returns items published during a specific year, multiple selected years or a range of years.
 - Languages** – Returns items available in a specified language.
- Click the **Search ##### Records** button [8] to submit your search. The system displays search results in a Brief Browse List.

Brief Browse List

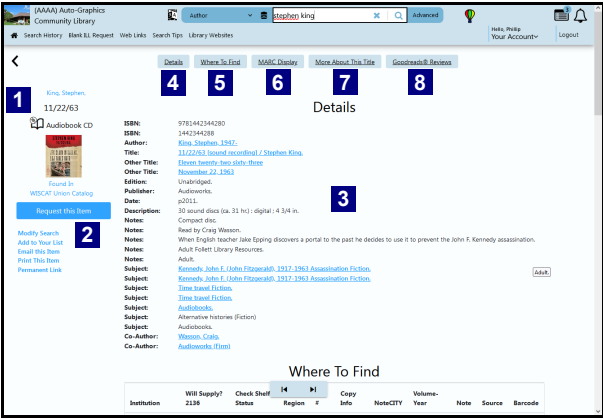
The Brief Browse List shows search results from all resources included in your search. You can select the display format for the Brief Browse list, and can *optionally* use filters to narrow the scope of your search.



- The Brief Browse list shows the results of your search [1], sorted according to the currently selected sort order. Use the links at the bottom of the screen to scroll the list.
- Use the **Change View** buttons [2] to change the way search results are displayed:
 - Displays search results in **Gallery View**.
 - Displays search results in **List View**.
- Use the **Sort** menu [3] to change the order in which search results are displayed.
- Use the filters in the left panel [4] to *narrow* the scope of your search. Click a heading (**Subject**, **Author**, etc.) to view the filters for the heading. Each filter shows the number of titles associated with the filter. Click a filter to limit the Brief Browse List to *only those items*.
- Click a **Request this Item** icon [5] to submit an interlibrary loan request for the associated title.
- Use the **Modify Search** link [6] to return to the previous search screen (with all entered search parameters retained) to modify and resubmit your search.
- Click a title in the list to view the Full Record Display for the title.

Full Record Display

A Full Record Display is shown by clicking a title link on a Brief Browse List. Each Full Record Display includes a book jacket illustration and complete bibliographic information for the associated title.



- The Full Record Display is configured as a “two-pane” display.
- The left panel [1] shows the author, title, format and location for the title; and a book jacket illustration. A **Request this Item** button [2] and Full Record functions menu are shown below the book jacket. Click the **Request this Item** button to submit an interlibrary loan request for the title.
- The right panel [3] is arranged as a multi-section display. Click a section name to scroll to the associated section. *Depending on the title being viewed, some sections may not be available.*
- [4] Details**
Shows complete bibliographic information for the title, including title, author, description, subject, publisher, notes and catalog numbers(s) in a “labeled” display (a single column with labels for each field appearing in **bold** text). Links in the bibliographic display let you perform *additional* searches from the Full Record Display.
 - [5] Where To Find**
Shows a list of libraries that own the title, and lets you check “shelf status” (whether or not the title is currently available for borrowing).
 - [6] MARC Display**
Shows bibliographic information in standard USMARC format.
 - [7] More About The Title**
Provides additional *enriched* content (such as **Annotations**, **Reviews**, **Table of Contents**, etc.) for the title.
 - [8] GoodReads® Reviews**
If your library participates in Interlibrary Loan, click the **Request this Item** button to submit an interlibrary loan request for the title.