

## The Process

1. Search LINKCat to be sure the item is not owned in LINKcat.
2. Go to the FirstSearch WorldCat Resource Sharing URL. (The URL has been sent to your library in Delivery, and taught in the WorldCat training.)
3. Click on My Account and enter username and password (see image [A] below). Click on “I agree to the terms and conditions.”
4. Search for the item in FirstSearch.
5. Click on the title you want to request. (See “Choosing the Correct Bibliographic Record,” below.)
6. Click on SCLS staff ILL requesting (interlibrary Loan). (see image [B] on page 2.)
7. Fill out the form (required fields have an asterisk) and click ‘Submit’. (See “Completing the ILL Request Form,” on page 2.)

[A]

The screenshot shows the FirstSearch WorldCat interface. The 'My Account' link is circled in blue. An arrow points from a text box on the right to this link. The interface includes a search bar, navigation tabs for 'Searching' and 'Resource Sharing', and a 'My Account' link in the top right navigation area.

**When you click on My Account you need to enter a Username and Password. Using this feature allows you to track requests sent by your library.**

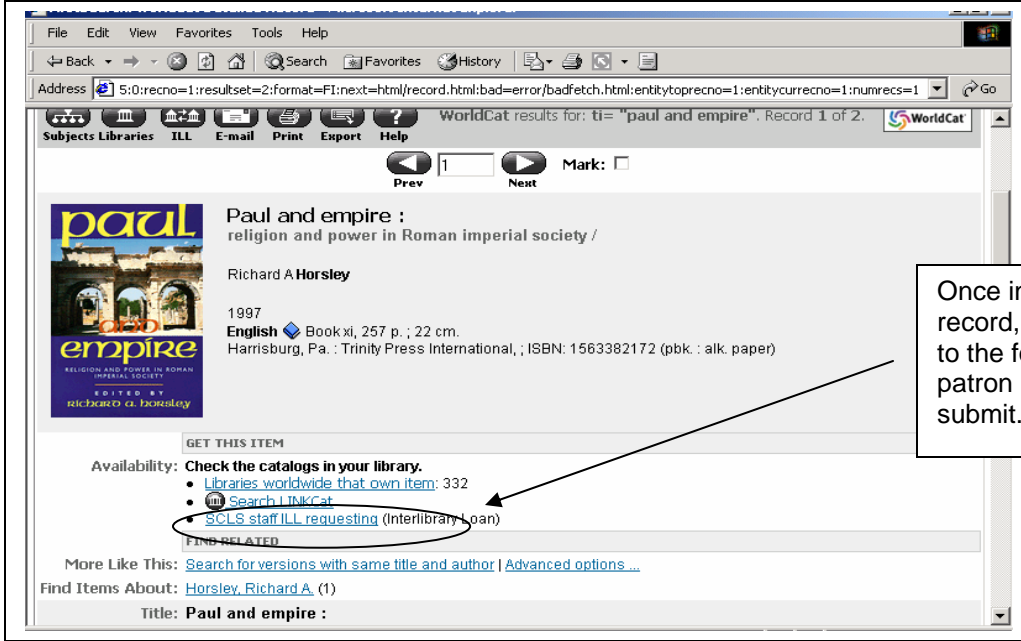
Enter your library's Username and Password, as taught in the FirstSearch WorldCat training.

The method for determining your library's Username and Password have also been sent to your library in Delivery.

## Choosing the Correct Bibliographic Record

- When requesting audiovisual materials, **be sure you are selecting the bibliographic record for the correct format.** For example, cassette tapes come as 1 7/8 isp, 4-track, analog. Do not use the 4-track bibliographic record unless your patron has a special 4-track player. These are usually for recordings for the Blind. Also note whether the bibliographic record you are looking at is for DVD or VHS format. **If your patron will accept more than one format (for example CD or cassette), note this in the 'Additional Info/OS' field, and indicate which formats they will accept.**
- When choosing between several bibliographic records of the correct format, always choose the bibliographic record with the most holdings.

[B]



Once in the bibliographic record, this link will take you to the form to fill out (with patron information) and submit.

### Completing the ILL Request Form

[C]

*Last Name	overtpe patron last name
*Library Card Number	
Complete Address	
Email (or Telephone)	
Article Author:Title	USE WHEN REQUESTING ARTICLE.
Article Vol/Iss/Date	USE WHEN REQUESTING ARTICLE.
Article Pages	USE WHEN REQUESTING ARTICLE.
*My Account	*****
*Requesting Library	Choose Location
Date Needed	YYYY
Pick-up Library	Same as Requesting Library
Edition	any
Additional Info./OS	CCL CB

Submit Clear Cancel

Delete the words in the "Last Name" field and enter the patron's **Last name** only.

Enter the patron's **ENTIRE** patron barcode.

Enter the patron's email address (**preferred**), or phone number, or both.

If you have logged in, the "My Account" field will be filled in (with asterisks.) **Do Not** change anything in this field. **If you forgot to log in**, this field will be blank, and you must enter your "My Account" username. The "My Account" field is **required**.

The Requesting Library field is Required. **Madison Public Library branches** should choose "madison" as the requesting library.

**ONLY** specify a **Date Needed** if your patron has a specific deadline date. Entering a Date Needed might actually reduce your chances of getting the item.

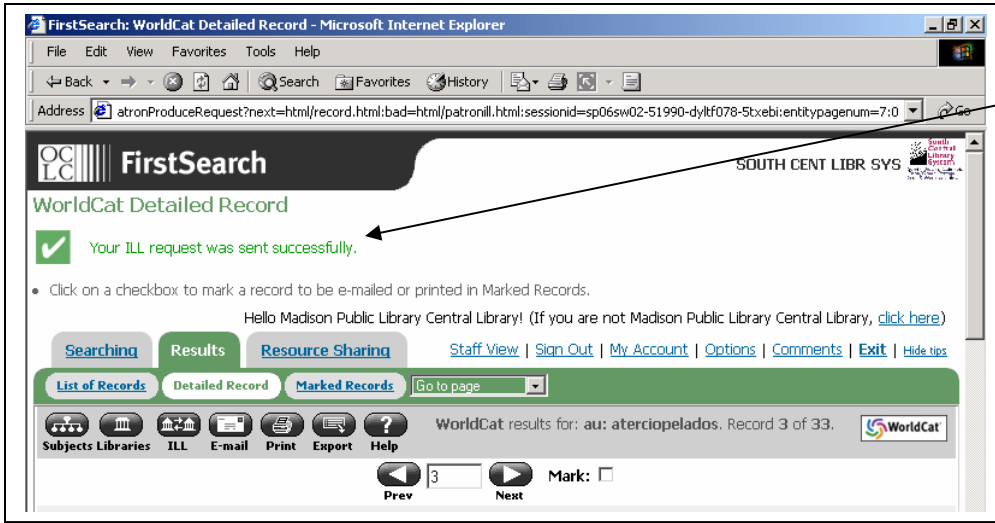
The "Pick-up Library" field is for use by **Madison branches only**. All other libraries, leave this at the default ("Same as Requesting Library").

Include **CCL** (for items more than 5 years old) or **CCG** (for items less than 5 years old) for any request for **photocopies**.

**Enter your name or initials** in the **Additional Info/OS** field in case we have questions about the request.

## Confirmation That Your Request Has Been Sent

[D]

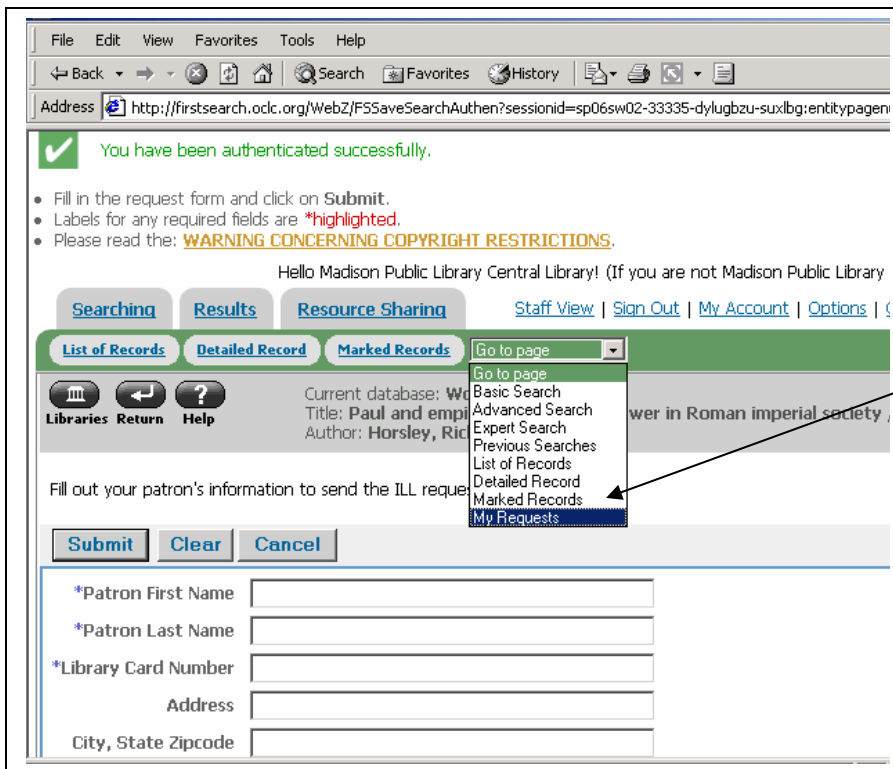


After you've sent your request, you will see this confirmation message ("Your ILL request was sent successfully").

## Checking on the Status of your Requests

**You MUST** log into 'My Account' *before* you submit a request. You can then monitor its status using the pull down menu to select 'My Requests' (see image [E] below). You will be provided with a list of items requested by your library and a brief description of their status (see image [F].)

[E]



Choose My Requests from the pull down menu.

An example of "My Account," with a list of requested items and statuses:

[F]

**FirstSearch** SOUTH CENT LIBR SYS

**My Requests**

✓ You have been authenticated successfully.

- Ask your library staff about the status of any journal requests that are missing from this list. They may be ready for you to pick up.
- Maximum number of records that will display: 100

Hello Madison Public Library Central Library! (If you are not Madison Public Library Central Library, [click here](#))

Searching Resource Sharing [Staff View](#) | [Sign Out](#) | [My Account](#) | [Options](#) | [Comments](#) | [Exit](#) | [Hide tips](#)

My Requests

Records found: 3

Description	Status	Pick-up Location
The Well-bred doll. ; [S.l. : Clara Fawcett and Laura Treskow, 1964 1853 Request ID: 4010597	Submitted	Same as Requesting Library
Publishers on publishing. ; Gross, Gerald J., ed. ; New York, Grosset & Dunlap 1961 Request ID: 3988604	Submitted	Same as Requesting Library
Noce en Galilée Ūrs al-Jalil /; Khleifi, Michel. ; New York, N.Y. : Kino International Corp. , 1989 1987 Request ID: 4009487	Submitted	Same as Requesting Library

English | Español | Français | 日本語 | 한국어 | 中文(繁體) | 中文(简体) | [Options](#) | [Comments](#) | [Exit](#)

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Log into your 'My Account' at least twice a week to check for unfilled requests.