

# WorldShare Interlibrary Loan Exercises

## Logon

Log on to WorldShare Interlibrary Loan: <https://ocltraining-tpu.share.worldcat.org/wms>

Enter the User Name and Password provided for training

## Exercise 1 – Create a request to borrow a monograph

1. Search All WorldCat to find a matching record for the item you want to borrow.
2. Select Regional holdings to view list of potential lenders. Note these lenders are geographically near your library.

**For this exercise, please use symbol TPV in the Lender string.**

3. Click Create Request to transfer information to the request form.
4. Review information in the request form. Edit or add information to required fields, as needed.  
Note Default constant data in upper right; Select **MTLoan** to apply to this request.
5. Complete patron fields using your name and (brief) contact information.
6. Add Borrowing Note: (if not already present)

**Request created during training; please DO NOT fill.**

7. When completed, click **Send Request** to send request.
8. Confirmation note has Request ID; write that here \_\_\_\_\_ for future use.

## Exercise 2 – Create a request to obtain a journal article

1. Search All WorldCat to find a matching record for the journal title where the article you want to borrow is found. NOTE: using the Advanced Search screen will enable you to enter search terms and select multiple indexes such as title and ISSN; and qualifiers such as journal/magazine.
2. Select Regional holdings to view list of potential lenders. In the list of potential lenders, note that some have library holdings to help you determine which lenders may have the issue you need.

**For this exercise, please use symbol TPV in the Lender string.**

3. Click Create Request to transfer information to the request form.
4. Review information in the request form. Edit or add information to required fields, as needed.  
Note Default constant data in upper right; Select **MTCopies** to apply to this request.
5. Complete patron fields using your name and (brief) contact information.
6. Add Borrowing Note: (if not already present)

**Request created during training; please DO NOT fill.**

7. When completed, click **Send Request** to send request.
8. Confirmation note has Request ID; write that here \_\_\_\_\_ for future use.

### Exercise 3 – Receive Items (from In Transit status) for Loans

1. From the Borrowing Requests category, click In Transit. This will display the items you have requested from other libraries and that they have sent to you.
2. Click the Request ID to display the request. Note the Date Received at the top of the request. If needed, check box to Print Book Straps. This moves item to Print queue.
3. Click Mark as Received to update the request and indicate receipt of this item. This moves the request to the category, **Received > Received in Use**.

### Exercise 4 – Return Items (from Received status) for Loans

1. From the Borrowing Requests category, click Received. This will display the items you have borrowed from other libraries and that are ready to be returned.
2. Click the Request ID to display the request. Note the Date Returned at the top of the request. If needed, check box to Print Return Labels. This moves the item to the Print queue.
3. Click Return Item to update the request and indicate it has been returned. This moves the request to the category, **Returned**.

### Exercise 5 – Receive Items (from In Transit status) for Articles

1. From the Borrowing Requests category, click In Transit. This will display the items you have requested from other libraries and that they have sent to you.
2. Click the Request ID to display the request for an article. Note Date Received at the top of the request. When you click Mark as Received, this will complete the request. The current date becomes the date when the request is closed.
3. Status of request is Closed. Search by Request ID or title to view the request again.

**Materials for ILL Requests – Please select 1 book citation and 1 article citation**

1. Burnbaum, Charles (and others) Pioneers of American landscape design (New York, McGraw-Hill, 2000). ISBN: 0071344209  
ILL Request Number: \_\_\_\_\_
  
2. Chowder, Ken, “Fight to win. Fight to live. Fight to win, win, win.” Smithsonian. vol. 81, no. 8 (August 1990): pp. 67-77. ISSN: 0037-7333  
ILL Request Number: \_\_\_\_\_
  
3. Flahardy, Cathleen. “A sense-able landscape: incorporation of different sensory forms in a Delaware garden”. American Nurseryman v. 195 no1 (Jan. 1 2002) p. 36-42 ISSN: 0003-0198  
ILL Request Number: \_\_\_\_\_
  
4. Foster, Kenneth R. Judging science: scientific knowledge and the federal courts (Cambridge, Mass : MIT Press, c1997). ISBN: 0262061929.  
ILL Request Number: \_\_\_\_\_
  
5. "Hurricane Alert: William Gray, the world's leading hurricane prognosticator," Popular Science. vol. 247, no. 3 (1995): pp. 65-70. ISSN: 0161-7370  
ILL Request Number: \_\_\_\_\_
  
6. Kahn, Paul W. The reign of law : Marbury v. Madison and the construction of America (New Haven : Yale University Press, 1997). ISBN: 0300066791  
ILL Request Number: \_\_\_\_\_
  
7. Malecki, Edward. The industrial enterprise and its environment: spatial perspectives. (Brookfield, Vt., USA : Avebury, c1995) ISBN: 1856288765  
ILL Request Number: \_\_\_\_\_
  
8. Ottesen, Carole. “Bring life to your garden with a small pond.” American Gardener v. 81 no3 (May/June 2002) p. 36-9 ISSN: 1087-9978  
ILL Request Number: \_\_\_\_\_
  
9. Shiffman J; Beer T; Wu Y “The emergence of global disease control priorities” Health Policy and Planning 2002 Sep; 17(3): 225-34 ISSN: 0268-1080  
ILL Request Number: \_\_\_\_\_
  
10. Withey, Glenn. “Border basics.” Horticulture v. 99 no2 (Mar./Apr. 2002) p. 74-9  
ISSN: 0018-5329 ILL Request Number: \_\_\_\_\_