



OCLC WorldShare® Interlibrary Loan: Lending

Creating an account

You will need to create a new user name and password, using your 9-digit authorization number and password for WorldCat® Resource Sharing. Please see [Getting Started with OCLC WorldShare® Interlibrary Loan](http://www.oclc.org/content/dam/support/worldshare-ill/documentation/WorldShare-ILL-getting-started.pdf), at <http://www.oclc.org/content/dam/support/worldshare-ill/documentation/WorldShare-ILL-getting-started.pdf>, for instructions on creating an account and preparations for migration.

Navigating the system

Please do not use the browser Back button. Instead, click a link on the screen to return to a previous page.

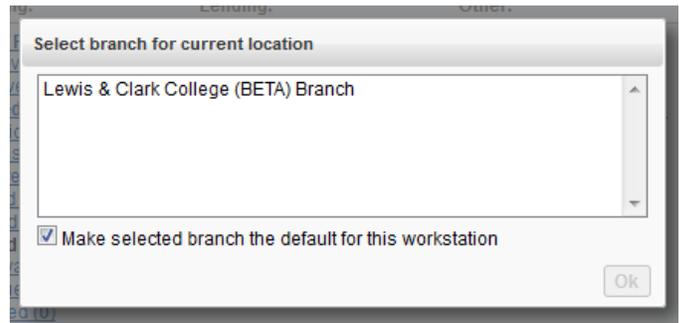
Accessing the WorldShare ILL system

To access the site, go to the custom URL you bookmarked after creating an account.

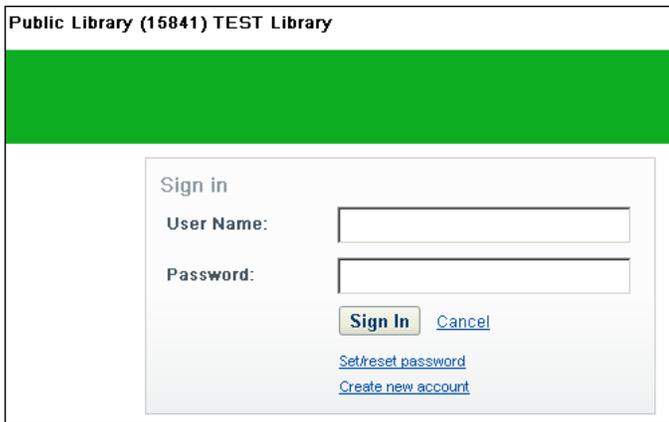
Note: For questions, please contact OCLC Support at support@oclc.org.



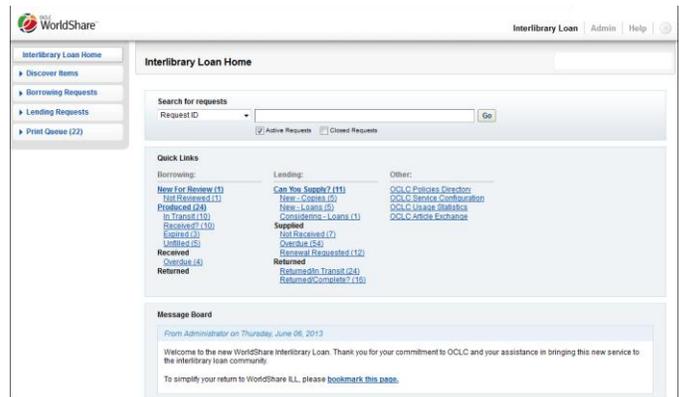
You may also see a branch selection pop-up window. Select your branch and click **OK** to proceed.



The Home screen lists all of your borrowing and lending requests, a search option for finding requests, and the ability to search WorldCat and create requests.



You will be directed to WorldShare Interlibrary Loan (there may be a slight delay before the screen refreshes).



Managing requests

Your requests appear in the left navigation menu, and under **Quick Links** on the Home screen. The main categories are listed first, followed by sub-categories for easier organization. Click a category to see all requests in that category.

Note: Categories with no current requests will not appear in the list.

For details on types of responses, see:

[Responding Yes to a Loan request](#)

[Responding Yes to a copy request](#)

[Responding No to requests as a Lender](#)

[Responding conditionally to a request](#)

[Responding to a Renewal request](#)

[Completing requests](#)

The screenshot displays the OCLC WorldShare Interlibrary Loan Home interface. On the left, a navigation menu is shown with a red box highlighting the 'Lending Requests' section, which includes the following categories and counts:

- Can You Supply? (147)
- New - Copies (11)
- New - Loans (118)
- Considering - Copies (7)
- Considering - Loans (9)
- Conditions Accepted (2)
- Supplied (140)
- Shipped/In Transit (59)
- Not Received (18)
- Recalled (21)
- Overdue (33)
- Renewal Requested (5)
- Received/In Use (24)
- Received but Missing (6)
- Returned (27)
- Returned/In Transit (27)
- Returned/Complete? (12)
- Returned but Missing (1)

The main content area, titled 'Interlibrary Loan Home', features a search bar for requests, with a dropdown for 'Request ID' and checkboxes for 'Active Requests' and 'Closed Requests'. Below the search bar is a 'Quick Links' section with two columns:

- Borrowing:**
 - New For Review (2)
 - Reviewed (2)
 - Produced (15)
 - In Transit (4)
 - Received? (4)
 - Received
 - Renewal Denied (3)
 - Overdue (3)
 - Recalled (5)
 - Returned
- Lending:**
 - Can You Supply? (147)
 - New - Copies (11)
 - New - Loans (118)
 - Considering - Copies (7)
 - Considering - Loans (9)
 - Conditions Accepted (2)
 - Supplied
 - Not Received (18)
 - Overdue (33)
 - Renewal Requested (5)
 - Returned
 - Returned/In Transit (27)
 - Returned/Complete? (12)

At the bottom of the page is a 'Message Board' section with a message from the Administrator dated Wednesday, April 24, 2013, welcoming users to the new WorldShare Interlibrary Loan and providing a link to bookmark the page.

Responding Yes to a Loan request

Step Action

1 From the **Lending Requests** category, click **Can You Supply?** Click the request ID or Title to display a request.

Batch respond to "Can You Supply" items Yes No

Show 10 rows per page [Refresh](#) Results 1-10 of 39 << first < prev 1 2 3 4 next > last >>

ID	Status	Media Type	Title	Borrowing Symbol	Date Requested	Needed By
68803341	Considering		Falling up: poems and drawings	NDCLV	06/06/13	06/28/13
68803340	Considering	ITC	Because of Winn-Dixie	NDCLV	06/06/13	06/28/13
68803140	Submitted		Cowgirl Kate and Cocoa	NDCLV	06/06/13	06/06/13
68802756	Considering		Title	NDCLP	06/06/13	06/06/13
68802751	Considering		Title	NDCLP	06/06/13	06/06/13
68802545	Considering		Title	NDCLP	06/06/13	06/06/13
68802141	Considering		The seven habits of highly effective people : restoring the character ethic	NDCLV	06/05/13	06/27/13
68796951	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13
68796948	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13
68796946	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13

2 Review and confirm the information in the **Request Details** section. Then choose and apply your constant data for loans.

68802141 - The seven habits of highly effective people : restoring the character ethic

Can you supply? Yes Print Shipping Labels Print Book Straps Group Affiliations: TEST

Request Details (Request ID 68802141)

Status: Considering Borrower: NDCLV
 Type: Loan Need Before: 06/27/13
 Source: ND Requested on: 06/05/13
 OCLC: 31057994 Due Date: 07/18/13
 Lenders: *ND17P Shipped Date: 06/06/13

External ILL:
 Alert: [OCLC Article Exchange](#)

Title: The seven habits of highly effective people : restoring the character ethic
 ISSN: 9780671708634 (pbk.)
 DOI:
 PMID:
 Author: Stephen R. Covey
 Publisher / Date / Place: New York : Fireside Book, 1990.
 Format: Book
 Verification: WORLDCAT

Apply constant data:
 LENDSC08052012

ADMINLENDERIFM
 ADMINLENDERIFMNO
 ALLENDERFIELDS
 CHRISTA
 DEFAULT
 IFMADMINLL
 IFMSERVICECONFIGLL
 JCTEST02032013COPY
 JCTEST02032013LOAN
 JCTEST11072012
 JULIECOPY
 JULIELOAN
 LENDSC08052012
 MVFIMBOTHADMIN
 MLENDERIFM
 MLENDERIFMIFM
 STACYCOPY
 STACYLEND5
 TESTNA

3 Click to expand the **Borrowing Information** section and review the information.

68802141 - The seven habits of highly effective people : restoring the character ethic

Can you supply? Yes Print Shipping Labels Print Book Straps Group Affiliations: TEST

Request Details (Request ID 68802141)

Availability (Unknown)

Borrowing Information (NDCLV)

Ship to:

Attention: Mr. Ship It
 Address: ST Line 1
 ST Line2
 City: Dublin
 State/Province: Ohio
 Postal Code: 43017
 Country: US
 Fax/Phone: 123-111-FAX0

Ship Via UPS Overnight

Electronic Delivery:

Preferred: ILLiad/Idyssey odyssey.oclc.com
 Alternate: Article Exchange
 Alternate: Ariel

Use ILL Fee Management (IFM) for payment
 Max Cost: 9.99 USD
 Copyright Compliance US_CCG
 Email Address: vesyst@oclc.org

4 If available, click to expand the **Availability** section and review the information.

Interlibrary Loan Home

68802141 - The seven habits of highly effective people : restoring the character ethic

Can you supply? Yes Print Shipping Labels Print Book Straps Group Affiliations: TEST

Apply constant data: LENDSC08052012

Actions: [Email](#) [Print](#)

Request Details (Request ID 68802141)

Availability (0 of 0 available)

Location	Status	Call number	Notes
No Holding found			

Borrowing Information (NDCLV)

Lending Information

Note: Currently, the system does not include detailed availability information. You will need to search your catalog to see if the item is available.

5 Click to expand the **Lending Information** section and review the information.

Interlibrary Loan Home

68802141 - The seven habits of highly effective people : restoring the character ethic

Can you supply? Yes Print Shipping Labels Print Book Straps Group Affiliations: TEST

Apply constant data: LENDSC08052012

Actions: [Email](#) [Print](#)

Request Details (Request ID 68802141)

Availability (0 of 0 available)

Borrowing Information (NDCLV)

Lending Information

Use ILL Fee Management (IFM)

Lending Charges: 18

Insurance Amount: NA USD

Lending Notes: please take care of our stuff

Lending Restrictions: none

Return Via:

Return To: ILL returns

Address: 55 Elm Blvd

City: ALbuquerque

State/Province: New Mexico

Country: United States

Postal Code: 44444-777

6 Click to expand the **Request Details** section and confirm the **Due Date**.

Interlibrary Loan Home

68802141 - The seven habits of highly effective people : restoring the character ethic

Can you supply? Yes Print Shipping Labels Print Book Straps Group Affiliations: TEST

Apply constant data: LENDSC08052012

Actions: [Email](#) [Print](#)

Request Details (Request ID 68802141)

Status: Considering

Type: Loan

Source: ND

OCLC: 31057994

Lenders: *ND7P

External ILL: Alert: [OCLC Article Exchange](#)

Borrower: NDCLV

Need Before: 06/27/13

Requested on: 06/05/13

Due Date: 07/18/13

Shipped Date: 06/06/13

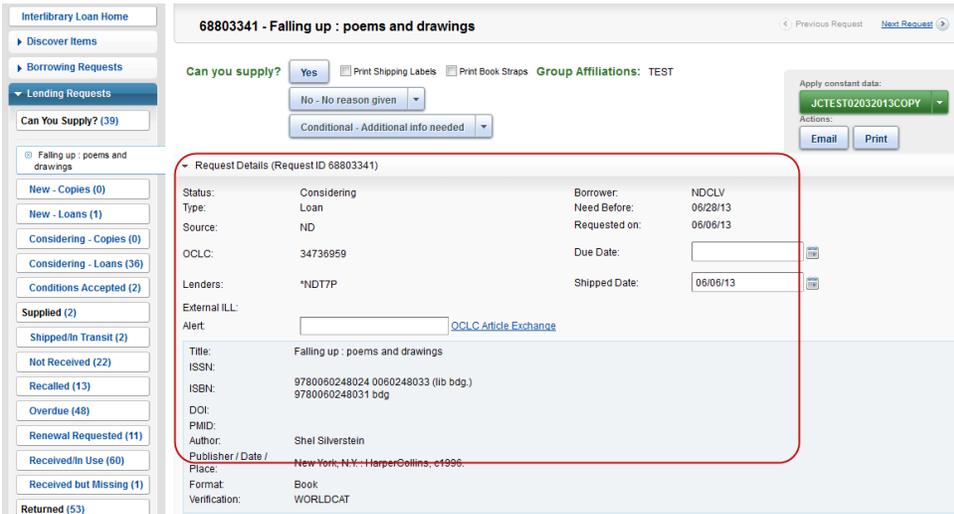
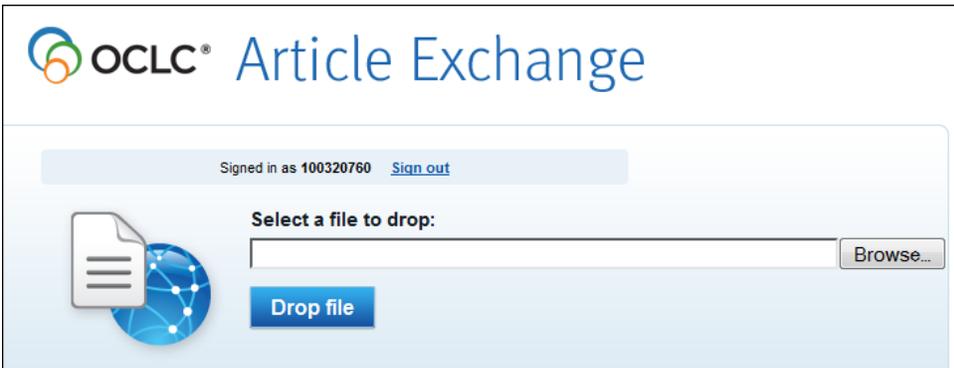
7 **Optional.** Click the **Print Shipping Labels** check box to create labels that you can print together.

See [Printing ILL paperwork](#) (below).

8 Respond **Yes** by clicking the **Yes** button.

9 A confirmation message appears and the request appears under the category **Lending Requests > Supplied > Shipped/In Transit**.

Responding Yes to a Copy request

Step	Action																																																																													
1	<p>From the Lending Requests category, click Can You Supply? Click the request ID or Title to display a request.</p>  <p>Batch respond to "Can You Supply" items <input type="checkbox"/> Yes <input type="checkbox"/> No Show 10 rows per page Refresh Results 1-10 of 39 << first < prev 1 2 3 4 next >> last >></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Status</th> <th>Media Type</th> <th>Title</th> <th>Borrowing Symbol</th> <th>Date Requested</th> <th>Needed By</th> </tr> </thead> <tbody> <tr> <td>68803341</td> <td>Considering</td> <td></td> <td>Falling up : poems and drawings</td> <td>NDCLV</td> <td>06/06/13</td> <td>06/28/13</td> </tr> <tr> <td>68803340</td> <td>Considering</td> <td>icli</td> <td>Because of Winn-Dixie</td> <td>NDCLV</td> <td>06/06/13</td> <td>06/28/13</td> </tr> <tr> <td>68803140</td> <td>Submitted</td> <td></td> <td>Cowgirl Kate and Cocoa</td> <td>NDCLV</td> <td>06/06/13</td> <td>06/06/13</td> </tr> <tr> <td>68802756</td> <td>Considering</td> <td></td> <td>Title</td> <td>NDOLP</td> <td>06/06/13</td> <td>06/06/13</td> </tr> <tr> <td>68802751</td> <td>Considering</td> <td></td> <td>Title</td> <td>NDOLP</td> <td>06/06/13</td> <td>06/06/13</td> </tr> <tr> <td>68802545</td> <td>Considering</td> <td></td> <td>Title</td> <td>NDOLP</td> <td>06/06/13</td> <td>06/06/13</td> </tr> <tr> <td>68802141</td> <td>Considering</td> <td></td> <td>The seven habits of highly effective people : restoring the character ethic</td> <td>NDCLV</td> <td>06/05/13</td> <td>06/27/13</td> </tr> <tr> <td>68796951</td> <td>Considering</td> <td></td> <td>Cowgirl Kate and Cocoa : partners</td> <td>NDTBF</td> <td>05/31/13</td> <td>07/15/13</td> </tr> <tr> <td>68796948</td> <td>Considering</td> <td></td> <td>Cowgirl Kate and Cocoa : partners</td> <td>NDTBF</td> <td>05/31/13</td> <td>07/15/13</td> </tr> <tr> <td>68796946</td> <td>Considering</td> <td></td> <td>Cowgirl Kate and Cocoa : partners</td> <td>NDTBF</td> <td>05/31/13</td> <td>07/15/13</td> </tr> </tbody> </table>	ID	Status	Media Type	Title	Borrowing Symbol	Date Requested	Needed By	68803341	Considering		Falling up : poems and drawings	NDCLV	06/06/13	06/28/13	68803340	Considering	icli	Because of Winn-Dixie	NDCLV	06/06/13	06/28/13	68803140	Submitted		Cowgirl Kate and Cocoa	NDCLV	06/06/13	06/06/13	68802756	Considering		Title	NDOLP	06/06/13	06/06/13	68802751	Considering		Title	NDOLP	06/06/13	06/06/13	68802545	Considering		Title	NDOLP	06/06/13	06/06/13	68802141	Considering		The seven habits of highly effective people : restoring the character ethic	NDCLV	06/05/13	06/27/13	68796951	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13	68796948	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13	68796946	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13
ID	Status	Media Type	Title	Borrowing Symbol	Date Requested	Needed By																																																																								
68803341	Considering		Falling up : poems and drawings	NDCLV	06/06/13	06/28/13																																																																								
68803340	Considering	icli	Because of Winn-Dixie	NDCLV	06/06/13	06/28/13																																																																								
68803140	Submitted		Cowgirl Kate and Cocoa	NDCLV	06/06/13	06/06/13																																																																								
68802756	Considering		Title	NDOLP	06/06/13	06/06/13																																																																								
68802751	Considering		Title	NDOLP	06/06/13	06/06/13																																																																								
68802545	Considering		Title	NDOLP	06/06/13	06/06/13																																																																								
68802141	Considering		The seven habits of highly effective people : restoring the character ethic	NDCLV	06/05/13	06/27/13																																																																								
68796951	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13																																																																								
68796948	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13																																																																								
68796946	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13																																																																								
2	<p>Find and confirm the citation information in the Request Details section. Then choose and apply your constant data for copies.</p>  <p>68803341 - Falling up : poems and drawings < Previous Request Next Request ></p> <p>Can you supply? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - No reason given <input type="checkbox"/> Print Shipping Labels <input type="checkbox"/> Print Book Straps Group Affiliations: TEST</p> <p>Apply constant data: JCTEST02032013COPY</p> <p>Actions: Email Print</p> <p>Conditional - Additional info needed</p> <p>Request Details (Request ID 68803341)</p> <p>Status: Considering Type: Loan Source: ND OCLC: 34736959 Lenders: *ND17P External ILL: <input type="text"/> OCLC Article Exchange Alert: <input type="text"/> Title: Falling up : poems and drawings ISSN: ISBN: 9780060248024 0060248033 (lib bdg.) 9780060248031 bdg. DOI: PMID: Author: Shel Silverstein Publisher / Date / Place: New York, N.Y. : HarperCollins, c1996. Format: Book Verification: WORLDCAT</p>																																																																													
3	<p>Optional. If you can supply an electronic copy of the article, use the OCLC Article Exchange link to upload the copy to share with the borrower. Note: You will automatically be signed into Article Exchange after clicking the link.</p>																																																																													
4	<p>Browse for your file, then click Drop file to load it.</p>  <p>OCLC® Article Exchange</p> <p>Signed in as 100320760 Sign out</p> <p>Select a file to drop:</p> <p><input type="text"/> Browse...</p> <p>Drop file</p>																																																																													

- 5 A confirmation message appears, which provides a URL, a password and the option to e-mail a notification. Copy and paste the URL into the **Alert** field on the workform in OCLC WorldShare Interlibrary Loan.

68803341 - Falling up : poems and drawings

Can you supply? Yes Print Shipping Labels Print Book Straps Group Affiliations: TEST

No - No reason given Conditional - Additional info needed

Apply constant data: JCTEST02032013COPY

Actions:

Request Details (RequestID 68803341)

Status:	Considering	Borrower:	NDCLV
Type:	Loan	Need Before:	06/28/13
Source:	ND	Requested on:	06/06/13
OCLC:	34736959	Due Date:	<input type="text"/>
Lenders:	*ND7P	Shipped Date:	06/06/13

External ILL:

Alert: <http://oc1c14aWGA8| OCLC Article Exchange>

Title: Falling up : poems and drawings

ISSN: 9780060248024 0060248033 (lib bdg.)
9780060248031 bdg.

DOI: PMID: Author: Shel Silverstein
Publisher / Date / Place: New York, N.Y. : HarperCollins, c1996.
Format: Book

Note: Once the file has been picked up for the first time, it will remain available on this site for 30 days. After 30 days, the file will be removed. A file can be picked up a maximum of five times for each URL/password combination. Files that are never picked up will be removed after 30 days.

- 6 Click to expand the **Borrowing Information** section and confirm the delivery information.

68803341 - Falling up : poems and drawings

Can you supply? Yes Print Shipping Labels Print Book Straps Group Affiliations: TEST

No - No reason given Conditional - Additional info needed

Apply constant data: JCTEST02032013COPY

Actions:

Request Details (RequestID 68803341)

Availability (Unknown)

Borrowing Information (NDCLV)

Ship to:

Attention: Mr. Ship It
Address: ST Line 1
ST Line 2
City: Dublin
State/Province: Ohio
Postal Code: 43017
Country: US
Fax/Phone: 123-111-FAX0

Ship Via: UPS Overnight

Electronic Delivery:

Preferred: ILLiad/Odyssey odyssey.odc.com
Alternate: Article Exchange
Alternate: Ariel

Use ILL Fee Management (IFM) for payment
Max Cost: 9.99 USD

7 If available, click to expand the **Availability** section and review the information.

Interlibrary Loan Home

68803341 - Falling up : poems and drawings

Can you supply? Yes Print Shipping Labels Print Book Straps Group Affiliations: TEST

Apply constant data: JCTEST02032013COPY

Actions:

Request Details (Request ID 68803341)

Availability (0 of 0 available)

Location	Status	Call number	Notes
No Holding found			

Borrowing Information (NDCLV)

Lending Information

Note: Currently, the system does not include detailed availability information. You will need to search your catalog to see if the item is available.

8 Click to expand the **Lending Information** section and review the information.

Interlibrary Loan Home

68803341 - Falling up : poems and drawings

Can you supply? Yes Print Shipping Labels Print Book Straps Group Affiliations: TEST

Apply constant data: JCTEST02032013COPY

Actions:

Request Details (Request ID 68803341)

Availability (0 of 0 available)

Borrowing Information (NDCLV)

Lending Information

Use ILL Fee Management (IFM)

Lending Charges: 12 USD

Insurance Amount: USD

Lending Notes:

Lending Restrictions: none

Return Via: dogsled

Return To: JC

Address: 1234 Maple Dr.

City: Denver

9 **Optional.** Click **Print Shipping Labels** and /or **Print Book Straps** to create labels that you can print later.

Interlibrary Loan Home

68803341 - Falling up : poems and drawings

Can you supply? Yes **Print Shipping Labels** **Print Book Straps** Group Affiliations: TEST

Apply constant data: JCTEST02032013COPY

Actions:

Request Details (Request ID 68803341)

Availability (0 of 0 available)

Borrowing Information (NDCLV)

Lending Information

See [Printing ILL paperwork](#) (below).

10 Respond **Yes** to the request by clicking the **Yes** button.

The screenshot shows the 'Interlibrary Loan Home' interface. On the left is a navigation menu with 'Lending Requests' selected. The main content area displays a request for '68803341 - Falling up : poems and drawings'. The 'Can you supply?' section has three radio buttons: 'Yes' (circled in red with an arrow), 'No - No reason given', and 'Conditional - Additional info needed'. There are also checkboxes for 'Print Shipping Labels' and 'Print Book Straps', and a 'Group Affiliations: TEST' dropdown. Below this are 'Request Details', 'Availability (0 of 0 available)', 'Borrowing Information (NDCLV)', and 'Lending Information' sections. On the right, there is an 'Apply constant data' dropdown set to 'JCTEST02032013COPY' and 'Email' and 'Print' buttons.

11 A confirmation message appears and the request appears under the category **Lending Requests > Supplied > Shipped/In Transit**.

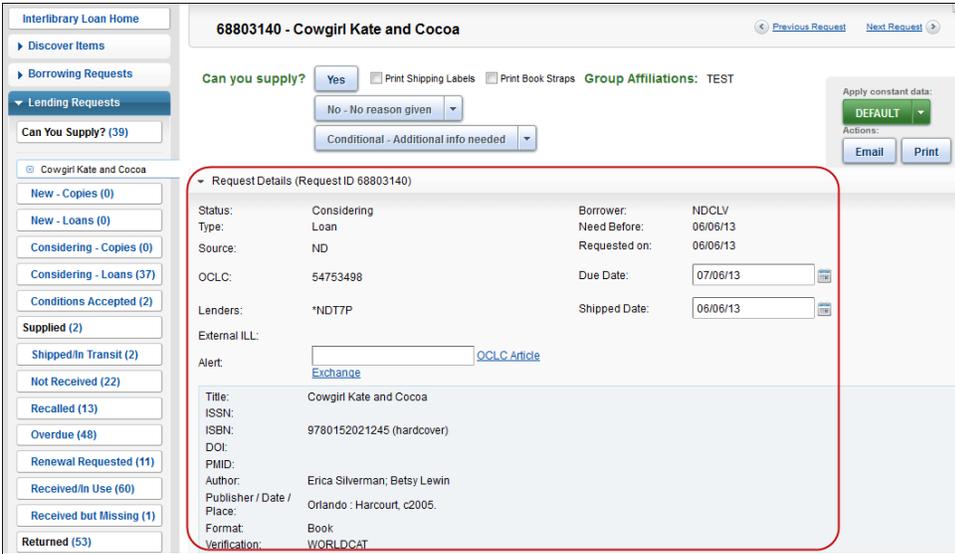
Responding No to requests as a Lender

Step Action

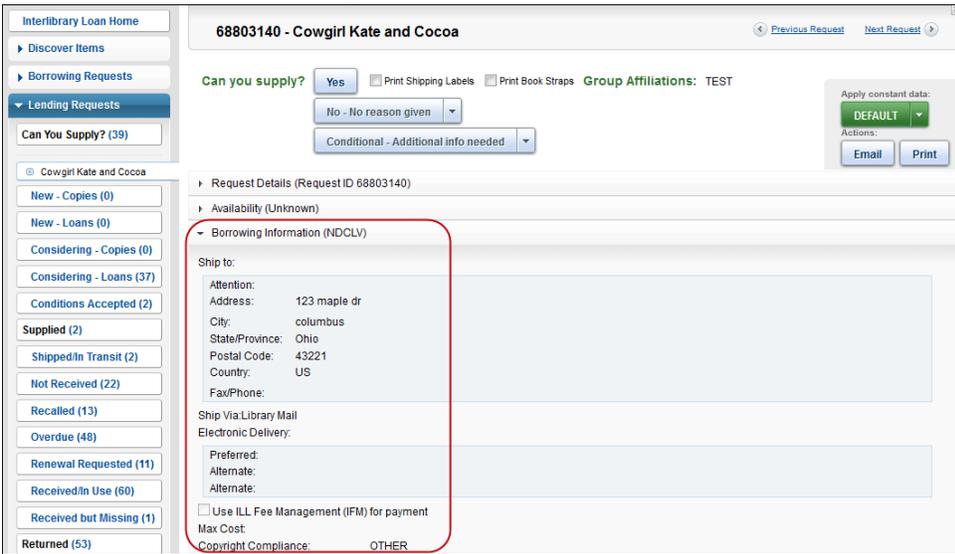
1 From the **Lending Requests** category, click **Can You Supply?** Click the request ID or Title to display a request.



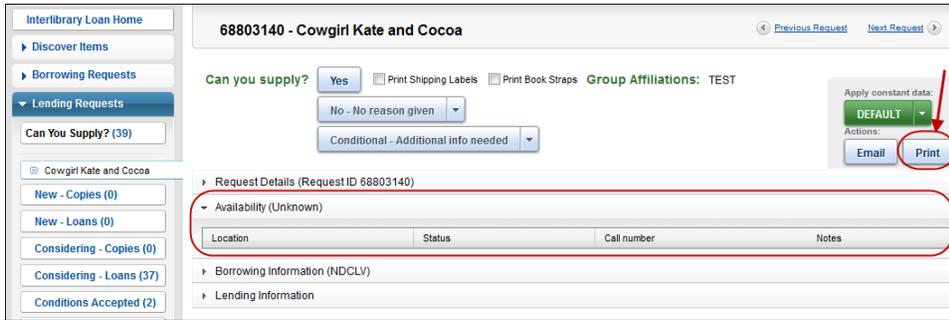
2 Review and confirm the information in the **Request Details** section.



3 Click to expand the **Borrowing Information** section and review the information.

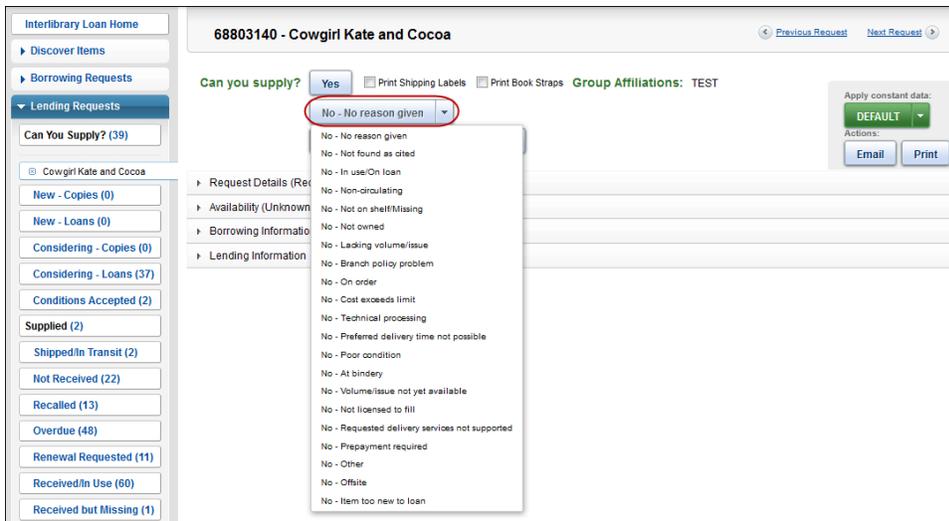


4 If available, click to expand the **Availability** section and review the information.



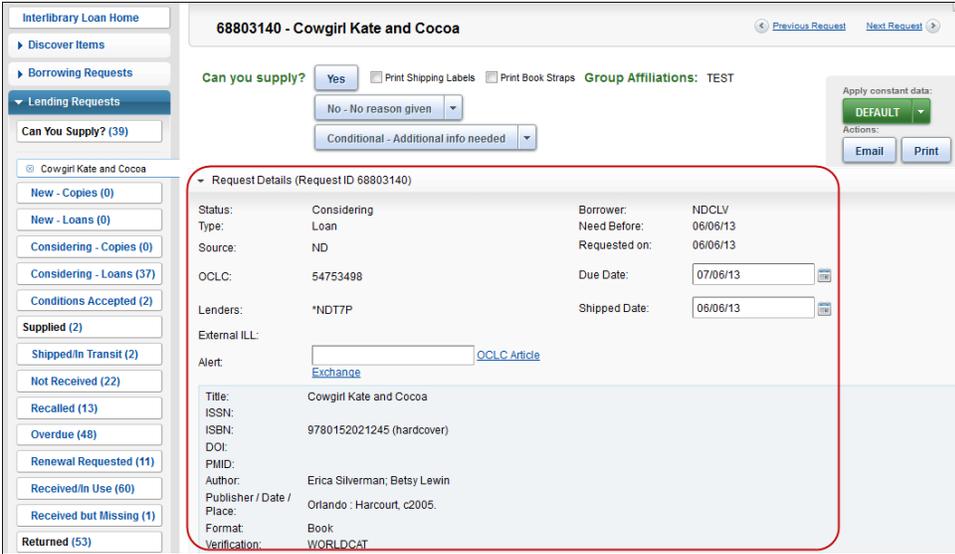
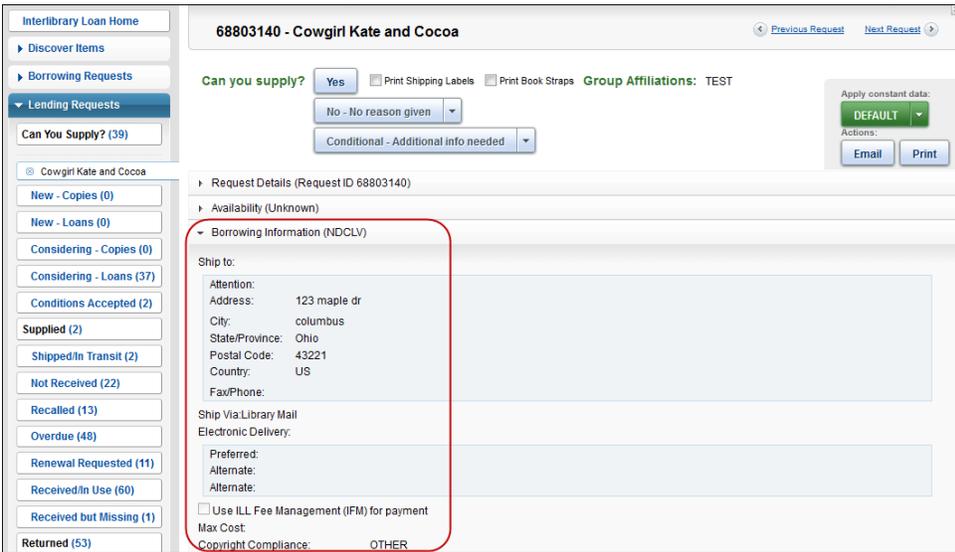
Note: Currently, the system does not include detailed availability information. You will need to search your catalog to see if the item is available.

5 Respond **No** to the request by clicking the **No** button.
Optional: Choose a **Reason for No** from the drop-down arrow.

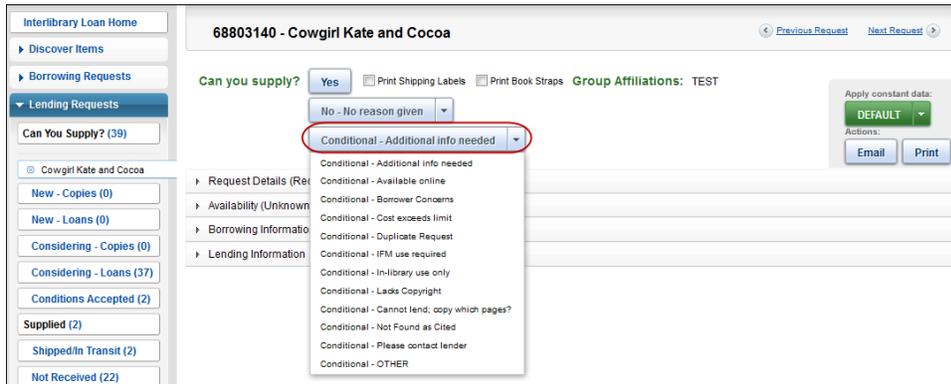


6 A confirmation message appears, and the request goes to the next Lender in the lender string.

Responding conditionally to a request

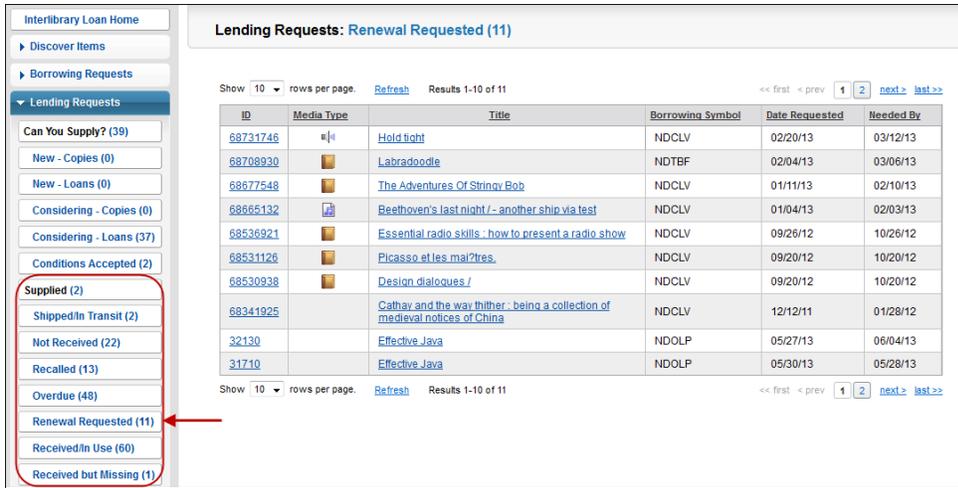
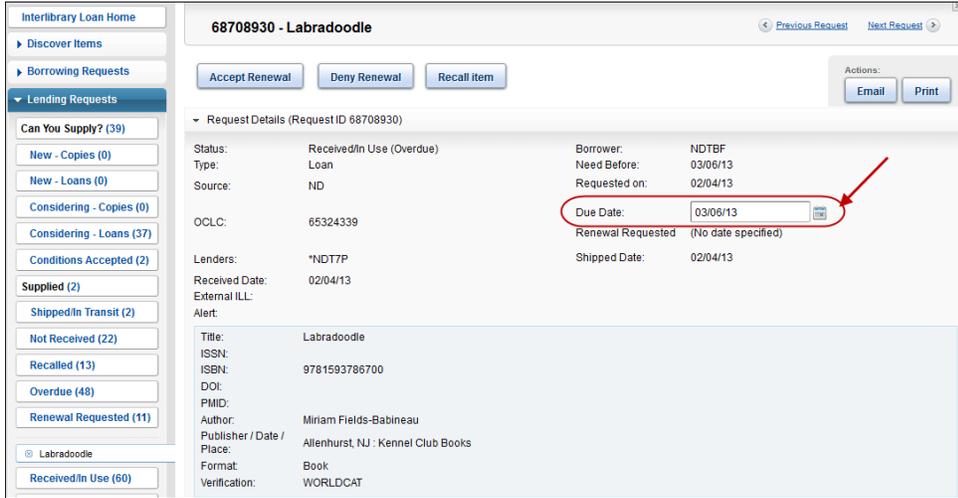
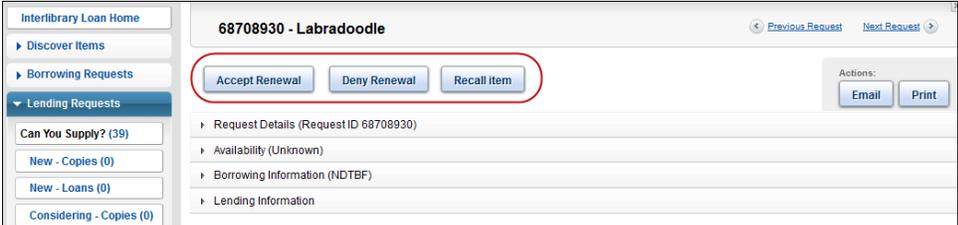
Step	Action																																																																													
1	<p>From the Lending Requests category, click Can You Supply? Click the request ID or Title to display a request.</p>  <p>Interlibrary Loan Home</p> <p>Discover Items</p> <p>Borrowing Requests</p> <p>Lending Requests</p> <p>Can You Supply? (39)</p> <p>New - Copies (0)</p> <p>New - Loans (1)</p> <p>Considering - Copies (0)</p> <p>Considering - Loans (36)</p> <p>Conditions Accepted (2)</p> <p>Supplied (2)</p> <p>Shipped/In Transit (2)</p> <p>Not Received (22)</p> <p>Recalled (13)</p> <p>Lending Requests: Can You Supply? (39)</p> <p>Batch respond to "Can You Supply" items <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Show 10 rows per page Refresh Results 1-10 of 39</p> <p><< first < prev 1 2 3 4 next >> last >></p> <table border="1"> <thead> <tr> <th>ID</th> <th>Status</th> <th>Media Type</th> <th>Title</th> <th>Borrowing Symbol</th> <th>Date Requested</th> <th>Needed By</th> </tr> </thead> <tbody> <tr> <td>68803341</td> <td>Considering</td> <td></td> <td>Falling up : poems and drawings</td> <td>NDCLV</td> <td>06/06/13</td> <td>06/28/13</td> </tr> <tr> <td>68803340</td> <td>Considering</td> <td>ICD</td> <td>Because of Winn-Dixie</td> <td>NDCLV</td> <td>06/06/13</td> <td>06/28/13</td> </tr> <tr> <td>68803140</td> <td>Submitted</td> <td></td> <td>Cowgirl Kate and Cocoa</td> <td>NDCLV</td> <td>06/06/13</td> <td>06/06/13</td> </tr> <tr> <td>68802756</td> <td>Considering</td> <td></td> <td>Title</td> <td>NDOLP</td> <td>06/06/13</td> <td>06/06/13</td> </tr> <tr> <td>68802751</td> <td>Considering</td> <td></td> <td>Title</td> <td>NDOLP</td> <td>06/06/13</td> <td>06/06/13</td> </tr> <tr> <td>68802545</td> <td>Considering</td> <td></td> <td>Title</td> <td>NDOLP</td> <td>06/06/13</td> <td>06/06/13</td> </tr> <tr> <td>68802141</td> <td>Considering</td> <td></td> <td>The seven habits of highly effective people : restoring the character ethic</td> <td>NDCLV</td> <td>06/05/13</td> <td>06/27/13</td> </tr> <tr> <td>68796951</td> <td>Considering</td> <td></td> <td>Cowgirl Kate and Cocoa : partners</td> <td>NDTBF</td> <td>05/31/13</td> <td>07/15/13</td> </tr> <tr> <td>68796948</td> <td>Considering</td> <td></td> <td>Cowgirl Kate and Cocoa : partners</td> <td>NDTBF</td> <td>05/31/13</td> <td>07/15/13</td> </tr> <tr> <td>68796946</td> <td>Considering</td> <td></td> <td>Cowgirl Kate and Cocoa : partners</td> <td>NDTBF</td> <td>05/31/13</td> <td>07/15/13</td> </tr> </tbody> </table>	ID	Status	Media Type	Title	Borrowing Symbol	Date Requested	Needed By	68803341	Considering		Falling up : poems and drawings	NDCLV	06/06/13	06/28/13	68803340	Considering	ICD	Because of Winn-Dixie	NDCLV	06/06/13	06/28/13	68803140	Submitted		Cowgirl Kate and Cocoa	NDCLV	06/06/13	06/06/13	68802756	Considering		Title	NDOLP	06/06/13	06/06/13	68802751	Considering		Title	NDOLP	06/06/13	06/06/13	68802545	Considering		Title	NDOLP	06/06/13	06/06/13	68802141	Considering		The seven habits of highly effective people : restoring the character ethic	NDCLV	06/05/13	06/27/13	68796951	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13	68796948	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13	68796946	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13
ID	Status	Media Type	Title	Borrowing Symbol	Date Requested	Needed By																																																																								
68803341	Considering		Falling up : poems and drawings	NDCLV	06/06/13	06/28/13																																																																								
68803340	Considering	ICD	Because of Winn-Dixie	NDCLV	06/06/13	06/28/13																																																																								
68803140	Submitted		Cowgirl Kate and Cocoa	NDCLV	06/06/13	06/06/13																																																																								
68802756	Considering		Title	NDOLP	06/06/13	06/06/13																																																																								
68802751	Considering		Title	NDOLP	06/06/13	06/06/13																																																																								
68802545	Considering		Title	NDOLP	06/06/13	06/06/13																																																																								
68802141	Considering		The seven habits of highly effective people : restoring the character ethic	NDCLV	06/05/13	06/27/13																																																																								
68796951	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13																																																																								
68796948	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13																																																																								
68796946	Considering		Cowgirl Kate and Cocoa : partners	NDTBF	05/31/13	07/15/13																																																																								
2	<p>Review and confirm the information in the Request Details section.</p>  <p>Interlibrary Loan Home</p> <p>Discover Items</p> <p>Borrowing Requests</p> <p>Lending Requests</p> <p>Can You Supply? (39)</p> <p>Cowgirl Kate and Cocoa</p> <p>New - Copies (0)</p> <p>New - Loans (0)</p> <p>Considering - Copies (0)</p> <p>Considering - Loans (37)</p> <p>Conditions Accepted (2)</p> <p>Supplied (2)</p> <p>Shipped/In Transit (2)</p> <p>Not Received (22)</p> <p>Recalled (13)</p> <p>Overdue (48)</p> <p>Renewal Requested (11)</p> <p>Received/In Use (60)</p> <p>Received but Missing (1)</p> <p>Returned (53)</p> <p>68803140 - Cowgirl Kate and Cocoa</p> <p>Can you supply? <input checked="" type="radio"/> Yes <input type="checkbox"/> Print Shipping Labels <input type="checkbox"/> Print Book Straps Group Affiliations: TEST</p> <p>No - No reason given</p> <p>Conditional - Additional info needed</p> <p>Apply constant data: DEFAULT</p> <p>Actions: Email Print</p> <p>Request Details (Request ID 68803140)</p> <p>Status: Considering Borrower: NDCLV</p> <p>Type: Loan Need Before: 06/06/13</p> <p>Source: ND Requested on: 06/06/13</p> <p>OCLC: 54753498 Due Date: 07/06/13</p> <p>Lenders: *NDT7P Shipped Date: 06/06/13</p> <p>External ILL:</p> <p>Alert: Exchange OCLC Article</p> <p>Title: Cowgirl Kate and Cocoa</p> <p>ISSN:</p> <p>ISBN: 9780152021245 (hardcover)</p> <p>DOI:</p> <p>PMID:</p> <p>Author: Erica Silverman; Betsy Lewin</p> <p>Publisher / Date / Place: Orlando : Harcourt, c2005.</p> <p>Format: Book</p> <p>Verification: WORLDCAT</p>																																																																													
3	<p>Click to expand the Borrowing Information section and confirm the delivery and payment information.</p>  <p>Interlibrary Loan Home</p> <p>Discover Items</p> <p>Borrowing Requests</p> <p>Lending Requests</p> <p>Can You Supply? (39)</p> <p>Cowgirl Kate and Cocoa</p> <p>New - Copies (0)</p> <p>New - Loans (0)</p> <p>Considering - Copies (0)</p> <p>Considering - Loans (37)</p> <p>Conditions Accepted (2)</p> <p>Supplied (2)</p> <p>Shipped/In Transit (2)</p> <p>Not Received (22)</p> <p>Recalled (13)</p> <p>Overdue (48)</p> <p>Renewal Requested (11)</p> <p>Received/In Use (60)</p> <p>Received but Missing (1)</p> <p>Returned (53)</p> <p>68803140 - Cowgirl Kate and Cocoa</p> <p>Can you supply? <input checked="" type="radio"/> Yes <input type="checkbox"/> Print Shipping Labels <input type="checkbox"/> Print Book Straps Group Affiliations: TEST</p> <p>No - No reason given</p> <p>Conditional - Additional info needed</p> <p>Apply constant data: DEFAULT</p> <p>Actions: Email Print</p> <p>Request Details (Request ID 68803140)</p> <p>Availability (Unknown)</p> <p>Borrowing Information (NDCLV)</p> <p>Ship to:</p> <p>Attention:</p> <p>Address: 123 maple dr</p> <p>City: columbus</p> <p>State/Province: Ohio</p> <p>Postal Code: 43221</p> <p>Country: US</p> <p>Fax/Phone:</p> <p>Ship Via: Library Mail</p> <p>Electronic Delivery:</p> <p>Preferred:</p> <p>Alternate:</p> <p>Alternate:</p> <p><input type="checkbox"/> Use ILL Fee Management (IFM) for payment</p> <p>Max Cost:</p> <p>Copyright Compliance: OTHER</p>																																																																													

- 4 Respond **Conditional** by clicking the **Conditional** button.
Optional: Choose a reason from the drop-down arrow.
 The Send Conditional response pop-up box appears. Enter your free-text response and click **Send Response**.



- 5 A confirmation message appears and the request is returned to the Borrowing library. If the conditions are accepted, the request appears under the category **Lending Requests > Can You Supply? > Conditions Accepted**.

Responding to a Renewal request

Step	Action
1	<p>From the Lending Requests category, click Supplied > Renewal Requested. Click the request ID or Title to display a request.</p> 
2	<p>Review and confirm the information in the Request Details section. Note the Borrower's desired due date and Renewal Requested date (if applicable). If you are willing to grant the renewal, edit the Due Date to reflect the new due date you wish to give.</p> 
3	<p>Click the desired action:</p> <ul style="list-style-type: none"> • Accept Renewal to accept the request • Deny Renewal to reject the request • Recall Item to request the return of an item. 
4	<p>A confirmation message appears and the request appears under the category Supplied > Received/In Use.</p>

Completing requests

- Step Action**
- From the **Lending Requests** category, click **Returned > Returned/In Transit**. Click the request ID or **Title** to display a request.

Lending Requests: Returned/In Transit (53)

Show 10 rows per page. Refresh Results 1-10 of 53 << first < prev 1 2 3 4 5 6 next > last >>

ID	Media Type	Title	Borrowing Symbol	Date Requested	Needed By
68796756	Book	The Rand McNally book of favorite pastimes	NDCLV	05/31/13	07/29/13
68789561	Book	A covert affair : Julia Child and Paul Child in the OSS	NDCLV	05/20/13	06/03/13
68785970	Book	The seven habits of highly effective people : restoring the character ethic /	NDCLV	05/14/13	06/13/13
68775342	Book	Humbug the cat hat	NDCLV	04/18/13	05/02/13
68773153	Book	Eat & run : my unlikely journey to ultramarathon greatness /	NDCLV	04/15/13	05/15/13
68771948	Book	Therapeutic advances in respiratory disease	NDCLV	04/10/13	04/24/13
68765000	Book	Created DOI and PMID without URL	NDCLV	03/28/13	04/11/13
68764998	Book	The star and the laurel : the centennial history of Daimler, Mercedes, and Benz, 1886-1986 /	NDCLV	03/28/13	04/09/13
68764599	Book	Therapeutic advances in respiratory disease [electronic resource]	NDCLV	03/27/13	04/16/13
68763193	Book	Excellence in reporting	NDCLV	03/22/13	04/19/13

Show 10 rows per page. Refresh Results 1-10 of 53 << first < prev 1 2 3 4 5 6 next > last >>

- Review and confirm the information in the **Request Details** section.

68796756 - The Rand McNally book of favorite pastimes

Checked-in/Complete Not Returned Actions: Email Print

Request Details (Request ID 68796756)

Status: Returned Loan Borrower: NDCLV Need Before: 07/29/13
 Type: Loan Source: ND Requested on: 05/31/13
 OCLC: 1 Due Date: 07/04/13
 Lenders: *NDT7P Shipped Date: 06/03/13
 Received Date: 06/04/13 Return Date: 06/05/13
 External ILL: Alert
 Title: The Rand McNally book of favorite pastimes
 ISSN: ISBN: DOI: PMID: Author: Dorothy Grider, Mabel Watts, Virginia Hunter
 Publisher / Date / Place: Chicago : Rand McNally, [1963] Format: Book Verification: WORLDCAT

- Complete the request by clicking **Checked-in/Complete**.

68796756 - The Rand McNally book of favorite pastimes

Checked-in/Complete Not Returned Actions: Email Print

Request Details (Request ID 68796756)

Availability (Unknown)

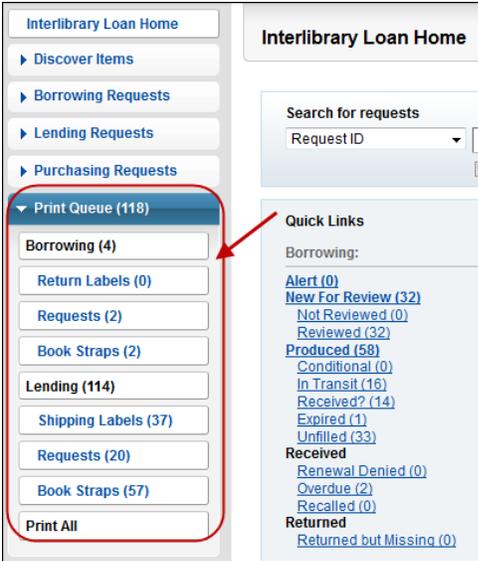
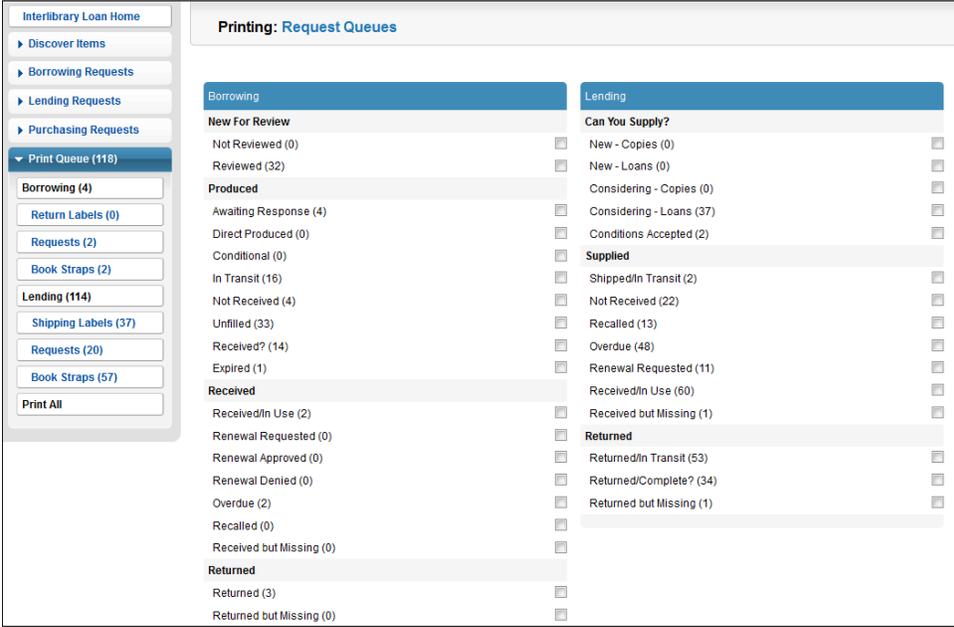
Borrowing Information (NDCLV)

Lending Information

- A confirmation message appears and the request is complete.
Note: If the item is marked Not Returned, it appears in the category **Returned > Returned but Missing** and **ages** out of the system after 180 days.

Printing ILL paperwork

Any items that you marked for printing appear in the **Print Queue**.

Step	Action
1	<p>Click the Print Queue category in the left navigation bar.</p> 
2	<p>Click Print All to print all items in all queues:</p> 

E-mail a copy of a request

Send a formatted e-mail of the request details to any e-mail address using the **Email** button at the top right of any request screen.

Request aging

Every time your symbol appears in the Lender string, you have up to four working days from the time a request appears under Can You Supply? (not from the time you first look at it) to update as Yes, No or Conditional.

If you don't act on a request in that time, the system will automatically send it on to the next library in the string or, if there aren't other libraries, it will become an Unfilled request. Sending a Conditional response resets the clock and gives the requesting library four days to respond to your Conditional or Conditional/Pending message.

Searching for requests

From the Interlibrary Loan Home screen, you may search active and closed requests by:

- Request ID
- Borrower Symbol
- Lender Symbol
- Author
- Title
- Article Title
- Patron Name

To search for requests:

Step	Action
1	Choose a search option from the drop-down list.
2	Type a keyword or number in the field provided.
3	Optional. Un-check the check box to deselect Active Requests or Closed Requests .
4	Click Go . The system responds with any matching requests.
5	Click a request.

Support

E-mail: support@oclc.org

Telephone: 1-800-848-5800 (USA) or

+1-614-793-8682

(7:00 am to 9:00 pm, US Eastern time, Monday–Friday)



ISO 9001 Certified

The following OCLC product and service names are trademarks or service marks of OCLC Online Computer Library Center, Inc.: FirstSearch, ILLiad, OCLC, WorldCat, WorldCat Resource Sharing, WorldShare, WorldShare Interlibrary Loan, WorldShare Management Services, WorldShare Platform and "The world's libraries. Connected." In addition, the WorldCat symbol and OCLC symbol are service marks of OCLC. Third-party product and service names are trademarks or service marks of their respective owners. OCLC grants permission to photocopy this publication as needed.

Copyright © 2012-2013 OCLC
rev. 1306