

WorldCat/FirstSearch

Interlibrary Loan

Beginning Guide

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Interlibrary Loan Process (Staff View)

WorldCat® Services

WorldCat Collection Analysis
OCLC FirstSearch
WorldCat Resource Sharing

Authorization:

Password:

[Terms & Conditions](#)
[About OCLC FirstSearch](#)
[About Staff Resource Sharing View](#)
[FirstSearch News](#)
[Recommended Browsers](#)
[Required Plugins/Viewers](#)
[Staff Resource Sharing View tutorial](#)

English | Español | Français | عربي | 日本語 | 한국어 | 中文(繁體) | 中文(简体)

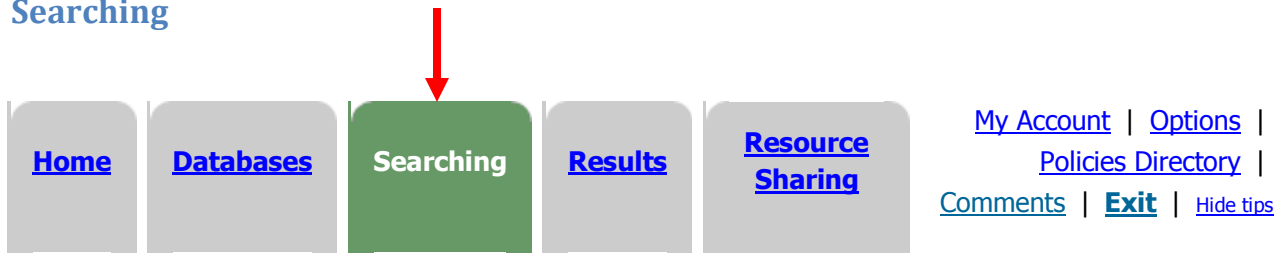
FirstSearch® Copyright © 1992-2008 OCLC as to electronic presentation and platform. All Rights Reserved.

Access WorldCat Resource Sharing at the FirstSearch logon screen: <http://firstsearch.oclc.org>

Interlibrary loan staff may enter their ILL authorization and password for direct access to the Staff View.

Requesting an Item

Searching



If you want to search for an item, go to the searching tab at the top of your screen. Your page will look similar to the page displayed below.

The screenshot shows a search interface with the following elements and callouts:

- Search buttons:** 'Search' and 'Clear' buttons at the top.
- Search in database:** A dropdown menu set to 'WorldCat' with a subtext '(Updated: 2007-10-18) OCLC catalog of books and other materials in libraries worldwide'.
- Search for:** Three input fields for search terms, each with a dropdown menu set to 'Keyword'. A callout points to the first dropdown: "Title, Author, or Subject goes here".
- Limit to:** Fields for 'Year' (format: YYYY-YYYY), 'Language' (set to 'No Limit'), and 'Number of Libraries' (set to 'All').
- Limit type to:** A grid of checkboxes for various material types: Books, Visual Materials, Computer Files, Internet Resources, Serial Publications, Sound Recordings, Archival Materials, Continually Updated Resources, Articles, Musical Scores, and Maps.
- Subtype limits:** Three dropdown menus for 'Any Audience', 'Any Content', and 'Any Format'.
- Limit availability to:** A checkbox for 'Items in my library (SPI, Illinois State Library)' and a 'Library Code' field.
- Rank by:** A dropdown menu set to 'Number of Libraries'.
- Search buttons:** 'Search' and 'Clear' buttons at the bottom.
- Callouts:** A callout on the right says "Use drop-down menu to change search method to Title, Author, or Subject." and a callout on the bottom left says "Click here to begin searching" pointing to the 'Search' button.

You may search for an item by a variety of methods; however, for most items, a Title, Subject, or Author search will allow you to easily locate the item. Type the title, subject, or author of the item in the box next to "Search for:" and use the drop-down menu to change to the appropriate search method. You may limit searching by type, subtype, availability, and rank for more advanced searching. Once you have your desired search criteria entered, click on the "Search" button at the bottom.

Search Results

The results of your search should look similar to the screen below. You will need to scroll through the results until you find the correct item. Once you find the item you wish to borrow, click on the title as illustrated to display a more detailed record.

The screenshot shows a Mozilla Firefox browser window displaying search results from FirstSearch: WorldCat List of Records (Staff View). The browser's address bar shows the URL: <http://firstsearch.oxc.org/WebZ/FSFETCH?fetchtype=searchresults:next=html/records.html:bad=error/bac>. The search results are filtered by 'All' (2353), 'Books' (1370), 'Sound' (576), 'Visual' (241), 'Internet' (67), 'Scores' (55), 'Computer' (18), 'Serials' (14), 'Articles' (5), 'Archival' (4), and 'Maps' (3). The search criteria are set to 'Limit results: Any Audience, Any Content, Any Format'. The results list includes:

- 1. **Novels & stories /**
Author: London, Jack, 1876-1916.
Publication: New York, N.Y. : Literary Classics of the United States : Distributed to the trade by Viking Press, 1982
Document: English : Book : Fiction
[Libraries Worldwide](#): 2465 | [Regional Holdings](#) | [State Holdings](#)
Group Holdings: Custom Holdings Path:
Accession No: DCLC: 8282984 National Library Cataloging: Library of Congress (DLC)
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)
- 2. **More stories to remember.**
Author: Costain, Thomas Bertram, 1885- ed.; Beecroft, John,
Publication: Garden City, N.Y., Doubleday, 1958
Edition: [1st ed.].
Document: English : Book : Fiction
[Libraries Worldwide](#): 1292 | [Regional Holdings](#) | [State Holdings](#) **Illinois State Library**
Group Holdings: Custom Holdings Path:
Accession No: DCLC: 296849 National Library Cataloging: Library of Congress (DLC)
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)
- 3. **The call of the wild.**
Author: London, Jack, 1876-1916.
Publication: New York, Macmillan, 1963
Document: English : Book : Fiction
[Libraries Worldwide](#): 1199 | [Regional Holdings](#) | [State Holdings](#)
Group Holdings: Custom Holdings Path:

A red circle highlights the title 'The call of the wild.' with an arrow pointing to it, and a text box says 'Click on Title to display the item's detailed record'.

Locating the Item

As part of this detailed record, you will see a link to “Libraries that Own item.” You may also choose the “Libraries” icon at the upper left portion of the screen. Both options allow you to view the list of libraries that own the item, their OCLC symbol, and their supplier status, along with a link to their policy information.

FirstSearch: WorldCat Detailed Record (Staff View) - Mozilla Firefox

http://firstsearch.oclc.org/WebZ/FSFETCH?fetchtype=fullrecord:sessionid=fsapp9-41123-firfxu1b-pl0r4x:er

Home Databases Searching Results Resource Sharing My Account Options Policies Directory Comments Exit Hide tips

List of Records Detailed Record Marked Records Saved Records Go to page

WorldCat results for: **ti: call and ti: wild.** Record 3 of 2,354.

Libraries Staff ILL LHR Direct E-mail Print Export Help

3 Prev Next Mark:

Detailed Record Add/View Comments

GET THIS ITEM

Availability: **Check the catalogs in your library.**
[Libraries worldwide that own item: 1199](#) | [Regional Holdings](#) | [State Holdings](#)

Group Holdings

Select

• [Search the catalog at your library](#)

External Resources:

- [Cite This Item](#)
- [Copyright Clearance Center](#)

FIND RELATED

More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)

Find Items About: [The call of the wild](#) (2); [London, Jack](#), (max: 1,723)

Title: **The call of the wild.**

Author(s): [London, Jack, 1876-1916](#)

Publication: New York, Macmillan,

Year: 1963

Description: 128 p. illus. 24 cm.

Language: English

Done

start FirstSearch: WorldCa... Mail.bradley.edu Mail ... Inbox - Microsoft Out... Worldcat: training gui... 9:12 AM

Selecting a Library

By clicking on the libraries icon or “Libraries that own this item,” you will see a screen similar to the one below. This shows, in alphabetical order, the libraries that own the item, whether or not the library is a supplier, and the library’s code. If you would like to see the lending library’s policies (fees, duration of loan, delivery methods, etc.), you may click on the “?” next to the library’s code.

Title: The boy, the bear, the baron, the bard **Author:** Rogers, Gregory **Accession Number:** 55797435

* Lenders

[Transfer to ILL Staff workform](#) [Clear](#)

[Display All Libraries](#) | [Regional Holdings](#) | [State Holdings](#)

Group Holdings [Select](#) Group Names & Codes Custom Holdings Path [Select](#)

State Holdings: "The boy, the bear, the ba..." ([Record for Item](#) | [Get This Item](#))

Location	Library	Supplier	Code
US,IL	ACORN PUB LIBR DIST	yes	I28 ?
US,IL	ADDISON PUB LIBR	yes	JVK ?
US,IL	ALBION PUB LIBR		AP7 ?
US,IL	ALGONQUIN AREA PUB LIBR DIST	yes	GK5 ?

To see Policies

To select the library or libraries from which you would like to borrow the item, click once on the library's code. This will place the library's code in one of the "Lenders" boxes at the top of the page. You may select more than one lender in case the first lender is unable to deliver or loan the item. This will NOT result in duplicate items being sent. At any time you may click on the "Clear" button and reset the "Lenders" boxes, allowing you to start over. When the desired lenders are in the "Lenders" boxes, click on the "Transfer to ILL Staff workform" button.

Title: National geographic Author: National Geographic Society (U.S.) Accession Number: 6451257

* Suggested Custom Lenders: [IHY](#) [ICV](#) [IBP](#) [JX9](#) [ICD](#)

* Lenders:

Send to ILL Work Form → ← **Resets the Lenders**

Lender Boxes

[Display All Libraries](#) | [Local Holdings](#) | [State Holdings](#)

Group Holdings Custom Holdings Path Year of Article Volume of Article


Custom Holdings Path COPIES yr: 1982 for: "National geographic." ([Record for Item](#) | [Get This Item](#))

Group	Library	Local Holdings	Supplier	Code
ILLVIS	JOLIET JR COL	Bound v.116,no.6-(1959-)	yes	AP8 ?
ILLVIS	WAUCONDA AREA PUB LIBR DIST	116-(1959-)	yes	DV1 ?
ILLVIS	ALGONQUIN AREA PUB LIBR DIST	1959-	yes	GK5 ?
ILLVIS	BARRINGTON AREA LIBR	116-(1959-)	yes	GK6 ?

ILL Staff Work Form/Submitting a Request

You will now see the ILL Staff Work Form on your screen.

The question mark (?) at the end of each field gives you help for that particular field.



Edition: ?

Imprint: ?

Series: ?

Dissertation: ?

Article: ?

Volume: ?

Number: ?

Date: ?

Pages: ?

* Verified: ?

BORROWING INFORMATION

Patron: ?

* Ship To: ?

* Bill To: ?

Ship Via: ?

Electronic Delivery: 199.15.1.4 ?

ILL Fee Management (IFM): ?


Maximum Cost: ?


Copyright Compliance: ?

Billing Notes: ?

Fax: ?

Email: ?





Once any editing that is needed is completed, scroll to the top or bottom of the record and click on *Submit*. You'll receive a message that your ILL request was sent successfully, and your request is now in process.



Your resource sharing request was sent successfully.

Receiving an Item



[My Account](#) | [Options](#) |
[Policies Directory](#) |
[Comments](#) | [Exit](#) | [Hide tips](#)

You may manage your ILL requests by clicking on the “Resource Sharing” tab at the top of any page. This will take you to the Request Manager. The *Request Manager* contains messages you receive from other libraries or from the OCLC ILL system regarding the status of your requests.

Staff View Request Manager | [Find-it Illinois](#) | [IL State Library Catalog](#) | [IL State Library Page](#)

Home | Databases | Searching | **Resource Sharing** | [My Account](#) | [Options](#) | [Policies Directory](#) | [Comments](#) | [Exit](#) | [Hide tips](#)

Request Manager | Blank Workform | Printing | Batch | Go to page

Admin Link | Help

Search Active Requests | Search Closed Requests | Request Identifier (an): | Search

Borrowing	
Information	Qty
Online Produced	2
Shipped	1
Special Messages/Borrower	2

Lending	
Action Items	Qty
Pending	1
Information	
Returned	2

Printing
Categories: [View](#) | [Print](#)
Mailing Labels (0 shipping, 0 return) | [Print](#)
Book Straps (0 Available) | [Print](#)

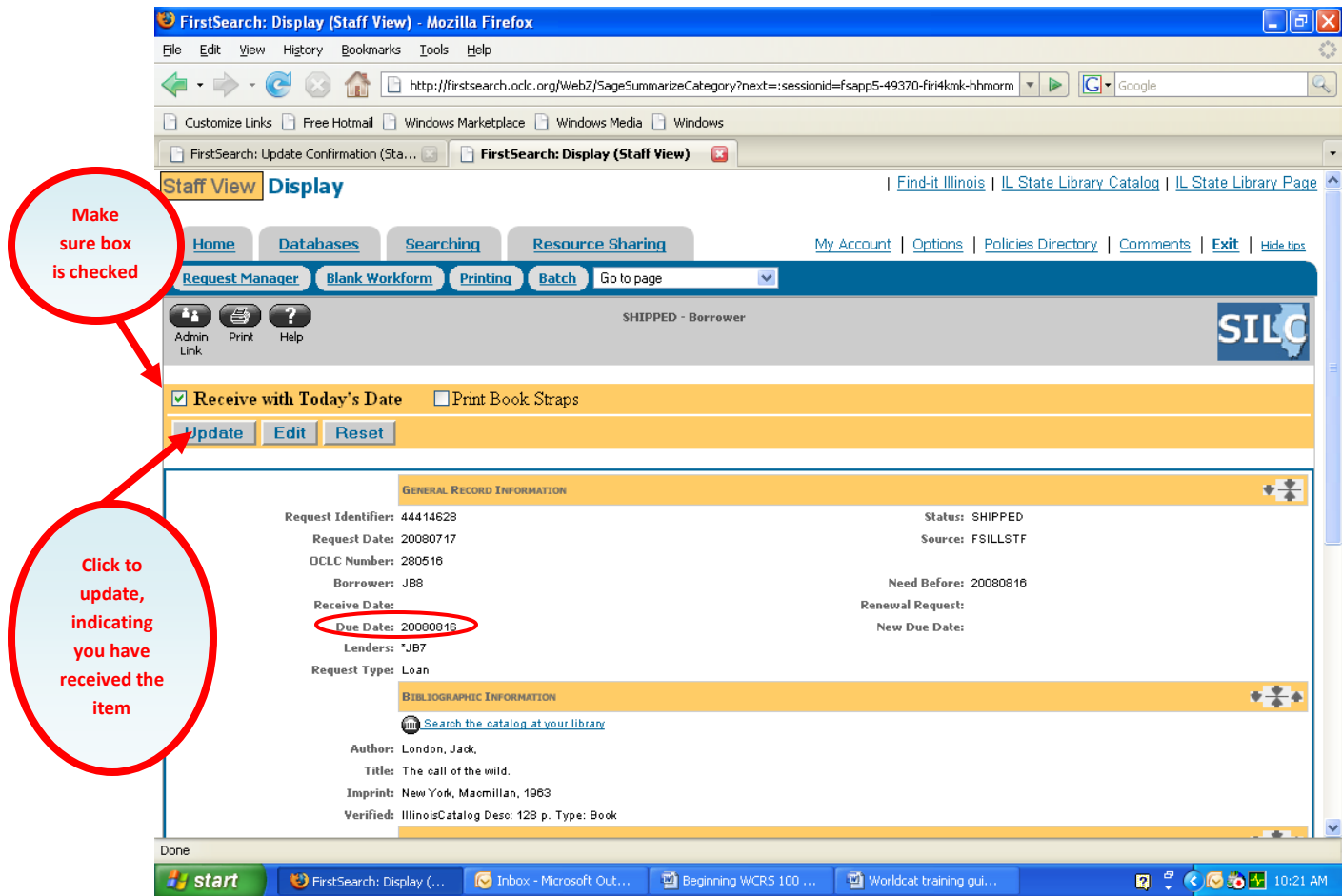
English | Español | Français | عربي | 日本語 | 한국어 | 中文(繁體) | 中文(简体) | [Options](#) | [Comments](#) | [Exit](#)

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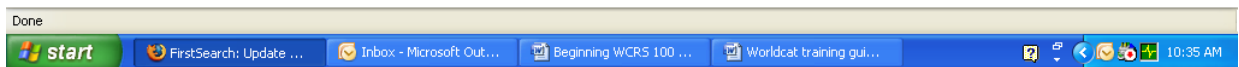
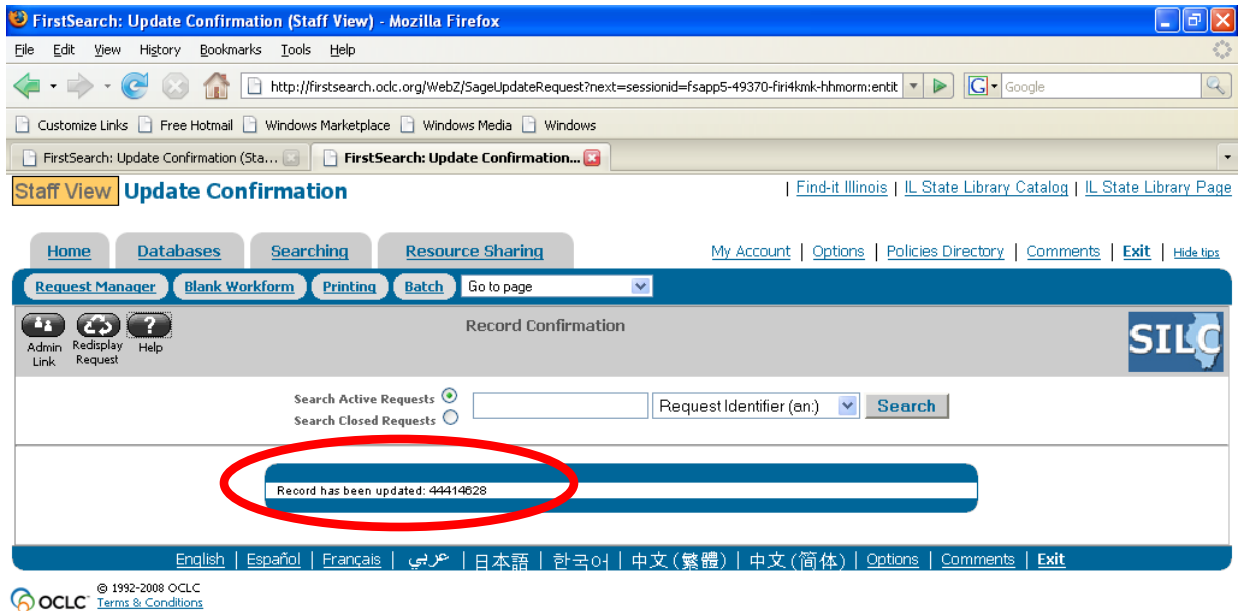
Done

start | FirstSearch: Requ... | AT&T Yahoo! - Mo... | Inbox - Microsoft ... | Beginning WCR5 1... | Worldcat training ... | 10:13 AM

Under the “Borrowing” section of the Request Manager, you will see the status of the requests you have entered. The “Online Produced” category contains all of the requests that are pending responses from the lender. The “Shipped” category tells you the items that have shipped and are on their way. Once you have received the item, you must update this information in the system. Click on the number under “Qty” under the “Shipped” category.



You will be taken to a screen similar to the one above. You may view the item's due date, indicating when the lender is expecting the item to be returned. Once you have received the item, you must communicate this information to the lender. The system will automatically check the box at the top of the screen to indicate that you wish to receive the item with the current date, indicating that it was received today. (You may choose the "Edit" button to change the date, indicating that the item was received prior to today's date.) Click on the "Update" button to receive the item.



You will then see that your record has been updated to reflect that the item has been received.

Returning

When you are ready to return an item, go to the “Resource Sharing” tab as described in the Receiving instructions. In order to locate the record of the item you wish to return, you will have to “Search Active Requests.” Enter the Title, Author, or other unique identifier in the box next to “Search Active Requests” as shown. Use the drop down menu on the box to the right to search by the proper category. Once all of the information is entered, click on the “Search” button to the right of the boxes.

The screenshot shows the FirstSearch: Request Manager (Staff View) interface in Mozilla Firefox. The browser address bar shows the URL: <http://firstsearch.oclc.org/WebZ/FSPage?pagename=sagemsgfile;sessionid=fsapp9-44131-firqqjal-8w5c2z:>. The page title is "FirstSearch: Request Manager (Staff View) - Mozilla Firefox".

The interface includes a navigation bar with "Staff View" and "Request Manager" tabs. Below the navigation bar, there are several buttons: "Bank Workform", "Printing", and "Batch". A search section is visible with the following elements:

- A radio button labeled "Search Active Requests" is selected.
- A text input field containing "Call of the wild".
- A dropdown menu with the following options: "Title (ti)", "Author (au)", "Borrowing Library (bl)", "Call Number (cn)", "Lending Library (ll)", "Patron Department (pd)", "Patron ID (id)", "Patron Name (pn)", and "Request Identifier (an)".
- A "Search" button.

Below the search section, there is a table with the following data:

Information	Qty
Online Produced	1
Special Messages/Borrower	8

At the bottom of the page, there is a footer with the OCLC logo and the text "© 1992-2008 OCLC Terms & Conditions".

Five red callouts with arrows point to specific elements in the interface:

- "Make sure you are searching active requests" points to the "Search Active Requests" radio button.
- "Enter Title, Author, or other unique identifier here" points to the text input field.
- "Change search category here" points to the dropdown menu.
- "Click to begin search" points to the "Search" button.
- "Click to begin search" also points to the "Search" button.

The Windows taskbar at the bottom shows the "start" button, several open applications (FirstSearch: Request..., Inbox - Microsoft Out..., Beginning WCRS 100..., Worldcat training gui...), and the system tray with the time 2:18 PM.

Your search will take you directly to the record of the item you wish to return. The system will automatically fill in the "Return with Today's Date" option on the next screen. However, you may request a renewal by selecting the "Renewal Request" option directly below and entering the desired due date in the box to the right of this option. Once you have chosen the correct option, click on the "Update" button directly below to update the record.

Return or Renew the item

Click to update record

FirstSearch: Display (Staff View) - Mozilla Firefox
http://firstsearch.odc.org/WebZ/SageNavigateRequests?next=:sessionid=fsapp5-49370-firj87qt+5rn76:en

Staff View Display | Find-it Illinois | IL State Library Catalog | IL State Library Page

Home Databases Searching Resource Sharing My Account Options Policies Directory Comments Exit Hide tips

Request Manager Blank Workform Printing Batch Go to page

RECEIVED - Borrower
Record number: 2 Total records: 2

Return with Today's Date Print Return Labels

Renewal Request

Update Edit Reset

Prev 2 Next

GENERAL RECORD INFORMATION

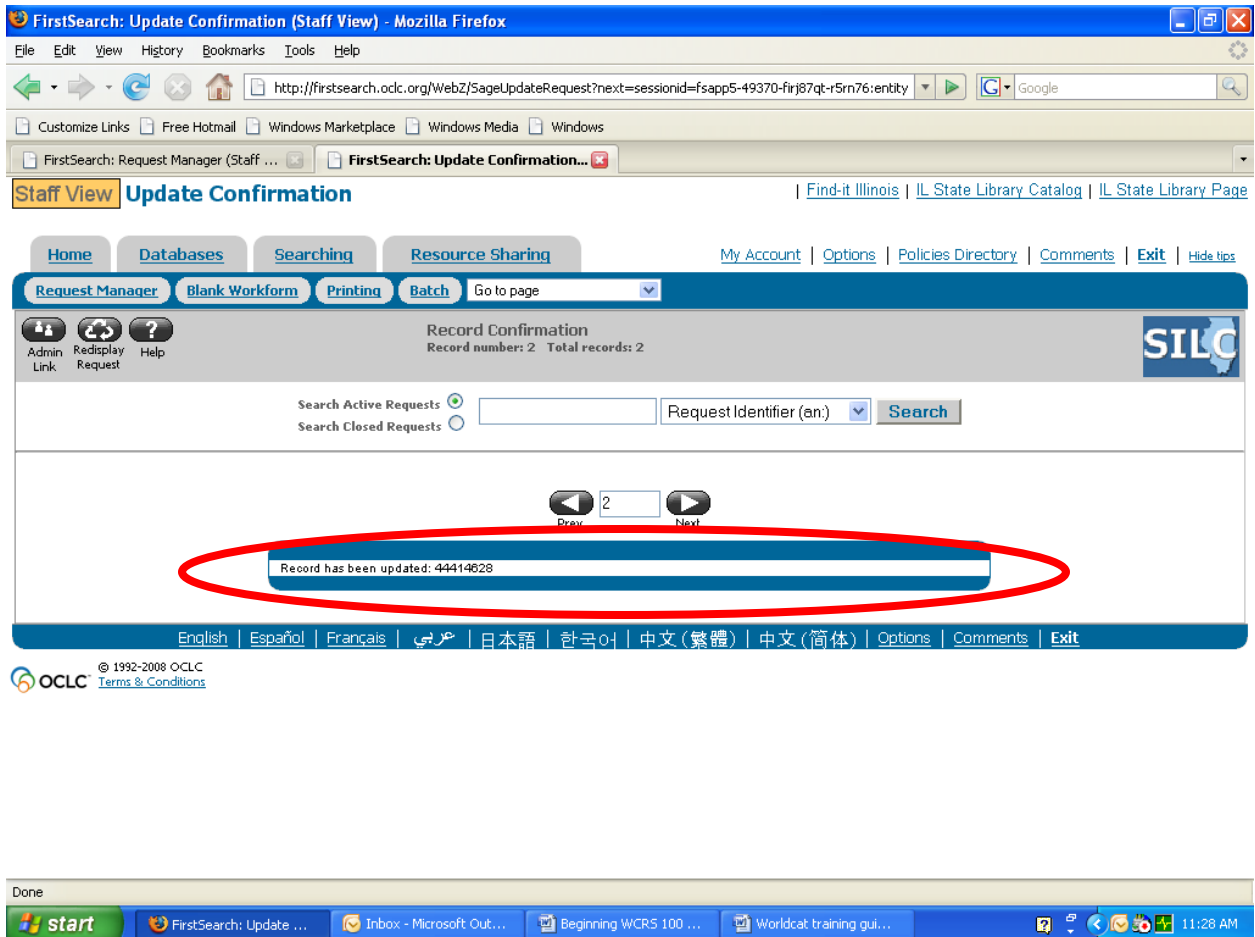
Request Identifier: 44414628	Status: RECEIVED
Request Date: 20080717	Source: FSILLSTF
OCLC Number: 280516	
Borrower: J88	Need Before: 20080816
Receive Date: 20080717	Renewal Request:
Due Date: 20080816	New Due Date:
Lenders: *JB7	
Request Type: Loan	

BIBLIOGRAPHIC INFORMATION

Done

start FirstSearch: Display (... Inbox - Microsoft Out... Beginning WCRS 100 ... Worldcat training gui... 11:03 AM

Click on the “Update” button and you will again see a screen indicating that your return or renewal has been processed.



If you are returning the item, this completes the borrower’s portion of the ILL process. If you are requesting a renewal, the lender will respond back granting the renewal or recalling the item.

Renewals

If you would like to renew an item, choose the “Renewal Request” option directly below the “Return with Today’s Date Option” in the Request Manager and enter the desired due date in the box to the right. You may enter the date manually or using the built in calendar function by clicking on the calendar icon to the right of the desired due date box.

The screenshot shows the FirstSearch staff view interface. A red circle highlights the "Renewal Request" option, with a callout box stating "Choose Renewal Request option". Another red circle highlights the calendar icon next to the "Desired Due Date" field, with a callout box stating "Click here to access built in calendar function". A third red circle highlights the calendar pop-up window, with a callout box stating "Calendar will open in a new window".

The "Renewal Request" form shows the following details:

- Request Identifier: 41345764
- Request Date: 20080331
- OCLC Number: 25283240
- Borrower: JB7
- Receive Date: 20080331
- Due Date: 20080421
- Lenders: *JB8, JB8, JB8
- Request Type: Loan
- Status: RECEIVED
- Source: FSILLSTF
- Need Before: 20080430
- Renewal Request:
- New Due Date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Once you have entered the desired due date, click on the “Update” button to submit the renewal request.

Make sure you have clicked on the "Renewal Request" Option

Click here to update

Return with Today's Date Print Return Labels

Renewal Request 20080801

Desired Due Date

Update Edit Reset

Pre Next

GENERAL RECORD INFORMATION

Request Identifier: 41345764	Status: RECEIVED
Request Date: 20080331	Source: FSILLSTF
OCLC Number: 25283240	
Borrower: JB7	Need Before: 20080430
Receive Date: 20080331	Renewal Request:
Due Date: 20080421	New Due Date:
Lenders: *JB8, JB8, JB8	
Request Type: Loan	

BIBLIOGRAPHIC INFORMATION

Search the catalog at your library

Renewal Granted

If your renewal is granted by the lending library, you will see a new category in your Request Manager called “Renewal Granted.” You may click on the number under the “Qty” column to view the new due date, the item’s detailed record, or when you want to return the item. Follow the return process previously outlined when you are ready to return the item.

The screenshot shows the FirstSearch Request Manager (Staff View) interface. A red callout bubble on the left contains the text "Your renewal has been granted" and points to the "Renewal Granted" status in the "Borrowing Information" table. The "Qty" column in this table shows a value of 1, which is also circled in red. The interface includes a search bar, navigation tabs, and various action links.

Borrowing Information	
Online Produced	1
Renewal Granted	1
Special Messages/Borrower	7

Lending Action Items	
Renewal Request	1

Printing Categories	
Mailing Labels (0 shipping, 0 return)	View Print
Book Straps (0 Available)	Print Print

The screenshot shows the Windows taskbar at the bottom of the browser window. The system tray on the right displays the time as 11:05 AM. The taskbar includes the Start button and several open applications, including Firefox, Microsoft Outlook, and Worldcat training GUI.

Renewal Denied

If the lending library denies your request for renewal, you will see a new category called “Renewal Denied” in your Request Manager. You may click on the number below the “Qty” column to see the item’s detailed record and update the status of the item when it has been returned.

The screenshot shows the FirstSearch Request Manager (Staff View) interface. A red callout bubble on the left contains the text "Your renewal has been denied" and points to a row in the "Borrowing" table. The "Borrowing" table has columns for "Action Items", "Information", and "Qty". The "Qty" column for the "Renewal Denied" row is circled in red. The "Lending" table also shows "Renewal Request" with a "Qty" of 1. The "Printing" section shows "Mailing Labels (0 shipping, 0 return)" and "Book Straps (0 Available)".

Borrowing	
Action Items	Qty
Renewal Denied	1
Information	Qty
Online Produced	1
Special Messages/Borrower	1

Lending	
Action Items	Qty
Renewal Request	1
Information	Qty
Returned	2

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If your renewal request has been denied, your detailed record of the item will look similar to the screen below. Please note, you no longer have an option to renew and may only return the item. Follow the procedure previously outlined to update the system upon the item's return and complete your portion of the Interlibrary Loan process.

FirstSearch: Display (Staff View) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://firstsearch.oclc.org/WebZ/SageSummarizeCategory?next=:sessionId=fsapp6-47135-fiszulnv-yhq5qj: Google

Customize Links Free Hotmail Windows Marketplace Windows Media Windows

FirstSearch: Display (Staff View) FirstSearch: Update Confirmation (Sta... NC LIVE Type List : Magazines & Journ...

Staff View Display | Find-it Illinois | IL State Library Catalog | IL State Library Page

Home Databases Searching Resource Sharing My Account Options Policies Directory Comments Exit Hide tips

Request Manager Blank Workform Printing Batch Go to page

Admin Link Print Help NO RENEWAL - Borrower SILC

Return with Today's Date Print Return Labels

Update Edit Reset

GENERAL RECORD INFORMATION

Request Identifier: 42446991	Status: NO RENEWAL
Request Date: 20080430	Source: FSILLSTF
OCLC Number: 31257054	
Borrower: JB8	Need Before: 20080630
Receive Date: 20080717	Renewal Request: 20080731
Due Date: 20080530	New Due Date: NO
Lenders: *JB7	
Request Type: Loan	

BIBLIOGRAPHIC INFORMATION

[Search the catalog at your library](#)

Author: Bjök, Christina.; Anderson, Lena.; Adner, Jonas.; Gustavsson, Jan.
Title: Linnea in Monet's garden
Edition: English version.
Imprint: New York : First Run Features, 1994
Verified: IllinoisCatalog Desc: 4 videorecords (48 min.) : Type: Visual Material

Done

start 2 Firefox Inbox - Microsoft Out... suzanne on 'als2003... Worldcat training gui... 11:25 AM

Request Manager Categories

On occasion you may see an unfamiliar category. A brief explanation of all borrower categories follows.

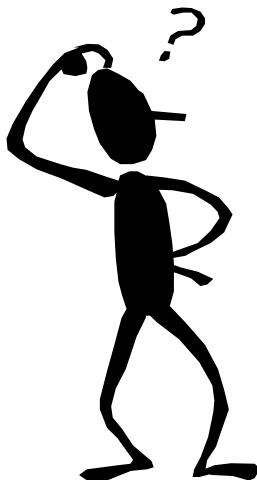
Category	Description
Conditional	The lender may be able to supply an item if certain conditions are met or additional loan information is supplied.
Renewal Denied	The lender did not renew a loan.
Recalled	The lender wants the item returned immediately. Or The lender has sent you an erroneous <i>YES</i> .
Expired	No lender could supply the item prior to the <i>Need Before</i> date.
Unfilled	No lender could supply the item.
Review	These are electronically-generated requests that are waiting for evaluation and/or further processing. Or These are electronically-generated requests that have already been processing by Direct Request.
Review In Process	These are newer incoming patron-generated requests, as distinguished from requests that you have already reviewed.
Save	These requests have been set aside for further review.
Direct Produced	These requests have been successfully forwarded through Direct Request for Direct-to-Profile processing during the past 4 system days.
Online Produced	You have created these requests using OCLC WCRS during the past 4 system days.
Shipped	The lender has sent the item.
Will Supply	The lender can fill the request.
Retry	No lender could fill the request now, but a lender indicated a future date at which the request could be filled.
Renewal Granted	The lender agreed to renew a loan.

Borrowing: Special Messages

Category	Description
OVERDUE	The request has not been updated to <i>Returned</i> within 14 calendar days of the <i>Due Date</i> or <i>New Due Date</i> .
RECEIVED?	The request has not been updated to <i>Received</i> within a specified range of system days from the <i>Shipped Date</i> . Loans: 14 system days Copies: 7 system days

Questions?

For any ILL questions or further assistance, please contact:



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