Requesting Items Through Interlibrary Loan

- 1. Search Webcat (<u>http://webcat.winnefox.org/</u>) to be sure the item is not owned in Winnefox.
- 2. Go to the Extranet (<u>http://extranet.winnefox.org/</u>)
- 3. Click on **ILL** on the menu bar or **ILL Forms** in the Interlibrary Loan box.



4. You will find a box with links to all of the ILL forms at the top of the page. Click on the link for the appropriate form



5. Fill out the ILL form

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| Library: | | |
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| - Select - | Choose your library from the dropdown. | |
| Email addiess: | Enter the email address of the | |
| Staff person's email address who will receive confirmation & reply | staff person you would like to receive a copy of the request & | |
| nednest w | any replies. | |
| Patror | Request # - Your library's 2- letter abbreviation followed by | |
| | the number. No spaces. No dashes. (CA15) | |
| Item info: * | | |
| Copy & paste from WorldCat.org ⓒ or other verification source | Item info should be text copied & pasted from worldcat.org. You will want to copy the information starting with the title down through the edition/format. (see image | |
| Verification (OCLC or ISBII): | below) | |
| Format: * | Click on Permalink in worldcat.org, then copy & paste | |
| Agazine or newspaper? Please use the specific ILL forms for those formats. | up into the Verification field. (see image below) | |
| Need before: | | |
| Month 🗾 Day 💌 Year 💌 🥅 | Use the format dropdown menu to choose the appropriate | |
| llotes: | format (DVD, large print, etc.). Put additional format information (like unabridged only) in the notes field. | |
| Submit ILL request | | |

