Searching WorldCat and Placing an ILL (Interlibrary Loan) Request

**Note:** Before you continue with a WorldCat search, please read all of the ILL policies listed on the ILL webpage at [https://jcls.org/services/interlibrary-loan/](https://jcls.org/services/interlibrary-loan/) and confirm our library does **NOT** own the item by searching our online catalog at [jcls.org](http://jcls.org).

1. The first screen you will see is WorldCat Basic Search. It is preferable to enter at least an author and a title. Then click **Search**.
2. Next, your search results will display.

Look carefully at the title, author, and format type to make sure you are finding exactly what you want. If you have a specific edition or publication date, take note of that as well.

In this example, the second result listed is the same title, author, and format (book) that I want to request.

Once you find the item you are looking for, click on the title listed in blue.
3. After you click on the title, you will see the detailed record page.

If it is indeed what you would like to request, click the *ILL icon*.

If it is not what you want, you can return to your results by clicking the *List of Records* tab.
4. The ILL icon will open the ILL request form. Fill in all of the fields and add any additional comments for the ILL team in the Comments field. Click Submit.

Note: Sometimes the request form will display a yellow triangle with exclamation point that says “FirstSearch indicates your institution owns the item.”

If you have already checked our catalog at jcls.org and not found the title, proceed with the request. Our online catalog is more up-to-date and reflects what we currently have available.
5. After clicking submit, you should see a message at the top with a green and white checkmark that says, “Your resource sharing request was sent successfully.”

Congratulations, you have now successfully searched WorldCat and placed an ILL request for an item not owned by Jackson County Library Services.

The request will go to the ILL team for review and final approval. You will be contacted if for any reason we are unable to fill your request, otherwise, your branch library will contact you when your ILL is available for pick-up.

Please be aware that there is no standard timeframe for receiving an ILL, sometimes they arrive quickly from a nearby library and sometimes they take many weeks to arrive in the mail.

If you have any further questions, please contact the ILL team via email at ill@jcls.org or phone at 541-582-6211.