Requesting Interlibrary Loan Materials

The library’s Interlibrary Loan (or ILL) service provides users with access to books, articles, and a wide range of other media that aren’t held by the VCFA Library. A feature of the library catalog allows users to check whether an item they want is available through their local public library instead of using ILL.

(Mac Users: please use Internet Explorer, Firefox, or Chrome browsers for your library searches and requests.)

Here’s how to get started:

Sign into your account by going to the library’s catalog, https://vcfalibrary.on.worldcat.org/discovery, then clicking on the “Sign In” link in the top right corner of the page. Once you’ve signed in using your VCFA Library username (firstname.lastname) and password, click on the “Advanced Search” link:

When the “Advanced Search” page opens, complete at least one of the fields with a search term and click the “Search” button. Keep in mind that the more information you enter into the different “search indexes” (Keyword, Subject, Author, Title, etc) the more refined your results will be.

The following example depicts the search results for all print books written by authors Gins and Arakawa. (See search bar at top of page, and also take note of the search parameters found on the left side of the page).
In this example, the library user is interested in the fourth listing, *Architectural body*. Click on the title link to find out more about the book and/or to request a copy. Opening the “Description” link (see below) provides the user with additional subject headings and keywords that can aid in future searches.

If your title is available as an eBook, you’ll see a “View eBook” link which takes the user to a new page, where the user can read the book online or download the book, either in full or by individual chapters. Please note that not all titles are available digitally.
The “Editions and Formats” link reveals different editions of a particular title. When requesting a specific title through Interlibrary Loan, as a general rule we recommend you choose the edition held by the greatest number of libraries. (If you need a specific edition, such as a rare first edition, contact the library staff.)

At this point you can do one of two things: click on the “Request Item” link or type your home zip code into the “Search Location” bar. The former allows you to request the item from VCFA; the latter allows you to search for a copy locally—if one exists, you will have access to the title more quickly than through the Interlibrary Loan system.

As indicated below, a library user in Atlanta (30309) will see that no public libraries near them own this title:

However, a user in Queens (11436) does have the option of checking the book out from their local library:
Generally, the more scholarly, academic, or unusual the title, the less likely it is that a nearby public library will carry the item.

Clicking the “Request Item” button allows a library user to obtain an item from one of hundreds of thousands of libraries worldwide. When requesting a book, you must fill out the following ILL request form:

![Interlibrary Loan Request Form](image)

The form will autofill with the bibliographic information for your item. For book and other loans, you can specify a “Needed Before” date, a pick-up location (either “Ship to me” or “VCFA Library” if you live on or near campus), and your shipping address and your VCFA email.

The form for an article or other copy request is slightly different:

![Article Request Form](image)
The form will autofill with bibliographic information if it is an article request, but for a copy of a chapter, the user must specify the requested chapter title and its page numbers. You can also add comments to convey additional information.

DVDs, musical scores, and all other physical materials that are not books or periodicals will appear as “Other” on the request form and can be treated just as a request for a book loan is.

Upon completion of the ILL Request form you will be taken to your account page, which will show the status of each ILL request. The status is updated as the request progresses from Submitted to In Transit. Once an item is received, the due date will appear in the Status column.

If a user realizes that a request was made in error, they have the option to cancel the request until a library staffer member sends the request to potential lenders (the cancel button will disappear once the request has been sent out).
You can easily keep check on your requests any time you’re logged in to the catalog by selecting the “My ILL Requests” link from the drop-down menu under your Library username tab at the top of the page:

From here you can quickly request renewals for your current ILLs and keep track of requests you’ve previously made. You can use the “Copy” button to resubmit a previously filled, cancelled or unfilled request. You can also create a request from scratch using the “Create Request” button in their ILL account, but we do not recommend that you do this unless you have all the bibliographic information necessary to complete the request form.

Finally, a few tips about Interlibrary Loan to keep in mind:

- Public libraries are a preferred resource for popular movies, recent best-sellers, the best selections of both current and 20th century literature, contemporary and creative non-fiction, and Children’s/Young Adult resources including picture books, novels, and non-fiction.
- E-books cannot be ordered through Interlibrary Loan. If VCFA doesn’t own a copy, check the “Editions and Formats” link for print editions.
- When requesting an article, follow the same procedure you would when requesting a book.
- Every ILL request must be completed individually.
- Library patrons are allowed to checkout up to ten ILL items at any one time. If you need more than ten, keep a list of your desired titles and once you return an ILL item to us, you can request another.

Questions? Need more Help?
Email the library staff at vcfalibrary@vcfa.edu or call: 802-828-8512