

URSA

URSA (Universal Resource Sharing Application) is a **free** service that allows you to obtain books not available locally in the library's collection. It is similar to Interlibrary Loan, but often books can be obtained faster by going through URSA.

If you find that the book you need is NOT available in URSA, you may then submit an Interlibrary Loan request for the book. (See the handout titled "Book Interlibrary Loan Requests" or see a reference librarian for one-on-one assistance.)

Also, URSA may only be used to request books/monographs. Periodical articles may not be ordered using this service. Interlibrary Loan must be used to request periodical articles. (See the handout titled "Periodical Interlibrary Loan Requests" or see a reference librarian for one-on-one assistance.)

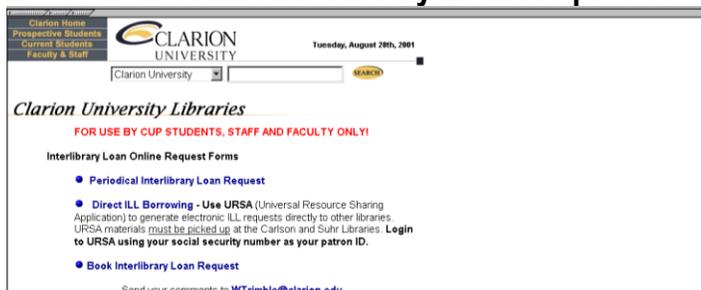
To place a book request using URSA:

1. Point your browser to www.clarion.edu/library

You will see this screen:



2. Click on **Online Interlibrary Loan Requests**. You will see this screen:



3. Click on **Direct ILL Borrowing**. You will see the following screen prompting you for a **Patron ID** number. Your patron ID number is your entire social security number with no dashes or spaces. (You may enter "GUEST" as a patron ID to search URSA only, but you will not be able to request books unless you enter your social security number.)

The screenshot shows the PALCI Patron Login interface. On the left is a yellow sidebar with the PALCI logo and instructions: "Enter your patron ID number for search & request mode. Enter 'GUEST' for search-only mode. Click **Submit Input**." Below this is the code "P01A". The main content area has a blue header "Patron Login" and the text "Pennsylvania Academic Library Consortium, Inc." Below that is a paragraph explaining PALCI. A text input field for "Patron ID:" is present, followed by a blue "Submit Input" button.

4. After entering your Patron ID number on the screen above, click the **submit input** button. You will see this screen:

The screenshot shows the PALCI Patron Main Menu. The left sidebar is yellow with the PALCI logo and options: "Help" and "Quit". Below are instructions: "To search or create requests, click **Searching/Request**. To inquire about requests, click **Inquiry**." The code "P01C" is at the bottom. The main area has a blue header "Patron Main Menu" and two menu items: "Searching/Requesting" and "Review your Requests". Below the menu is the text "You currently have 1 active requests."

5. Click the **Searching/Requesting** button on the screen above. You will see this screen:

The screenshot shows the PALCI Search Menu. The left sidebar is yellow with the PALCI logo and options: "Patron Menu", "Help", and "Quit". Below are instructions: "Enter the search term and then select the criteria for the type of search you want to perform." The main area has a blue header "Search Menu" and a "Term:" input field. Below is a section "Books and other media:" with radio buttons for "Title", "Author", "Subject", and "ISBN". A "Search Strategy:" dropdown menu is set to "ALL". A blue "Begin Searching" button is at the bottom.

6. From this point, you can look for materials by title, author, subject or ISBN number. The end result of your search is a full-record screen similar to this:

PALCI

New Search
Patron Menu
Help
Quit

Bibliographic information for review.
003E

Details

AUTHOR: [Mace, Nancy L](#)
TITLE: [The 36-hour day : a family guide to caring for persons with Alzheimer's disease, related dementing illnesses, and memory loss in later life / Nancy L. Mace, Peter V. Rabins](#)
IMPRINT: Baltimore : Johns Hopkins University Press, c1981.
EDITION:
SUBJECT HEADING: [Alzheimer's disease Patients Home care](#). [Senile dementia Patients Home care](#)
PHYSICAL DESC: xvii, 253 p. ; 24 cm.
SERIES TITLE:
ISBN: 0801826594
LCCN: 81014320

Return to search results Request

Carnegie-Mellon University

Show Availability

7. To order the item, click the **request** button. You will see the following screen:

PALCI

Patron Menu
Help
Quit

Confirm your **Name**, enter your **Pickup Location**, **Need by Date**, **Maximum Cost**, and any **Notes**.
Click **Submit Request** or **Cancel Request**.
001A

Create Request

The system will issue your request for: **The 36-hour day : a family guide to caring for persons with Alzhe**

This request will be placed for:
Patron Name:
Is that your name? Yes No

Pickup Location:
[Dropdown menu]

Need by Month: [5] Day: [31]

NOTE: The date you enter is the date that the system will stop trying to obtain the item for you. It is not a guaranteed delivery date. You will be notified when your item arrives.

Notes for Librarian to Review:
[Text area]

NOTE: Entering notes will force your request to be reviewed. This may slightly delay processing your request in some cases.

E-mail address for notification: [Text field]
NOTE: Notifications of your request status will be delivered to this email address. If the address is incorrect or blank, please edit or enter the correct address.

Submit Request

8. Fill in the needed information on the screen. You are asked to verify your name, choose a pickup location for your item (Carlson Library at the Clarion Main Campus or Suhr Library at the Venango Campus), and enter your e-mail address. After you have filled in this form, click the **submit request** button. You will receive an e-mail message when your item has arrived, and it may be picked up at the Circulation Desk on Level 1 of Carlson Library or at Suhr Library, depending on the option you chose. You will need to return the item by the specified due date.

Note: If you enter any comments in the “Notes for Librarian to Review” box, this will slow down your request. For faster service, leave this box blank. Also, be sure to enter your e-mail address correctly in the e-mail box so that you will be notified when your item arrives.