

# BOOK INTERLIBRARY LOAN REQUESTS

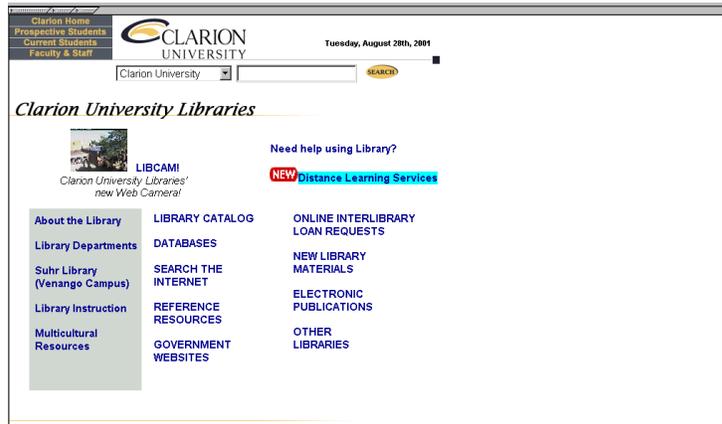
**Note: If you need a book that is not available at the Carlson Library, you can often get it faster if you use URSA rather than Interlibrary Loan. See the handout on URSA or speak to a reference librarian for one-on-one assistance in using URSA. If the item you need is not available through URSA, then submit a Book Interlibrary Loan request as follows.**

Interlibrary loan is a **free** service that allows you to obtain materials not available locally in the library's collection. Through this service, we can provide you with books and copies of journal/magazine/periodical articles from other libraries that own the needed items.

**To place an interlibrary loan request for a book:**

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 **Book Interlibrary Loan Request**. You will see this screen:

The screenshot shows the Clarion University Libraries website. At the top left, there is a navigation menu with links for "Clarion Home", "Prospective Students", "Current Students", and "Faculty & Staff". To the right of the menu is the Clarion University logo and the date "Monday, April 30th, 2001". Below the navigation menu is a search bar with a dropdown menu set to "Clarion University" and a "SEARCH" button. The main heading is "Clarion University Libraries". Below this, there is a section titled "NEW Direct ILL Borrowing" with the following text: "Use URSA (Universal Resource Sharing Application) to generate electronic ILL requests directly to other libraries. URSA materials can only be picked up at the Carlson and Suhr Libraries. **Login to URSA using your social security number as your patron ID.**" Below this text, it says: "If you cannot find what you are looking for on URSA, ask the ILL Department to help you find it by completing an **ILL BOOK REQUEST FORM.**" At the bottom of the page, it says: "Send your comments to [WTrimble@clarion.edu](mailto:WTrimble@clarion.edu)."

4. Click on **ILL Book Request Form**. You will see the following screen prompting you for a **Library ID Number**. Your library ID number was set up for you when you became a student at Clarion. It is the first four letters of your last name followed by the last four digits of your social security number with no dashes or spaces. (Example: **smit7564**) (If your last name is shorter than four letters, just use your entire last name and the last four digits of your social security number as your Library ID Number.)

The screenshot shows the online ILL request form. At the top, there is a header with "University Libraries" on the left and the "CLARION UNIVERSITY" logo on the right. Below the header, there is a paragraph of text: "To use the Clarion University Libraries's online ILL request services, you will need to enter your Library ID number below. Your Library ID Number is the first four letters of your last name and the last four digits of your social security number. If you do not know your Library ID #, contact Bill Trimble at [wtrimble@mail.clarion.edu](mailto:wtrimble@mail.clarion.edu),". Below this text, there is a line of text: "Use of these services is restricted to registered students, faculty, and staff employees at Clarion University." Below that, there is a form field labeled "Library ID #:" followed by a text input box. Below the input box is a "Submit" button.

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

Clarion University Libraries  
INTERLIBRARY LOAN BOOK REQUEST

DO NOT USE PUNCTUATION IN THE INFORMATION BELOW!

**Fields in RED are Required!**

CHECK ONE:

FACULTY  
 GRAD. STUDENT  
 UNDERGRADUATE  
 STAFF

I AM AT THE:

CANCEL IF NOT RECEIVED BY (MM/DD/YY):

HAVE YOU PREVIOUSLY REQUESTED THIS MATERIAL ON URSA?

(PLEASE ONLY ONE ITEM PER PAGE)

**BOOKS, THESIS OR GOVERNMENT DOCUMENT**

AUTHOR:

TITLE:

EDITION:

DATE OF PUBLICATION:

PUBLISHER:

SOURCE OF CITATION:

**YOUR NAME AND CAMPUS ADDRESS**

NAME:

CAMPUS PHONE:

CAMPUS ADDRESS:

YOUR E-MAIL ADDRESS:

Department / Department of the Course for which the Material is Needed:

6. Fill in this form, completing every field that is in red print, and omitting all punctuation. Click the **submit** button when you are finished. The library will contact you when the item has arrived. It may be picked up at the Circulation Desk on Level 1 in Carlson Library. You will need to return the item to the Circulation Desk by the specified due date.

Interlibrary loan requests generally take between 1 ½ and 2 weeks to fill. It is to your benefit to start your research well in advance so you can benefit from this valuable service.

To inquire about the status of your interlibrary loan requests, call 814-393-2481.

Created 08/23/01  
Updated 08/28/02