

Illiad Interlibrary Loan Tutorial Transcript

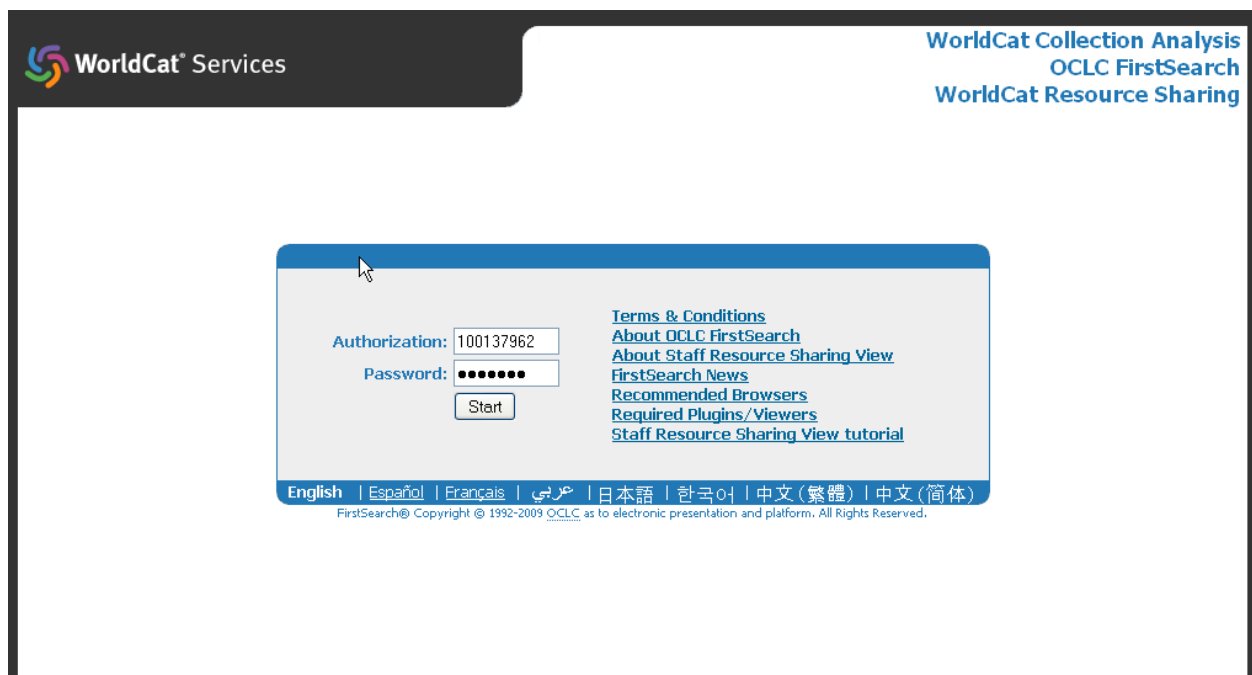
Screen 1 – WorldCat Log in Page

Hi, and welcome to the Illiad Interlibrary loan tutorial. In this tutorial, we'll be looking at how to place an interlibrary loan through the WorldCat database by identifying yourself in Illiad. Let me take a moment to explain.

You are probably familiar with WorldCat, the massive, worldwide, online catalog. Access to this catalog requires a password but once you're in you are simply an anonymous user. If you want to place an interlibrary loan you must log into your Illiad account. This is where all your information is stored like, library address, contact information, etc. Think of Illiad as your library card and WorldCat as the library – you have to present your card to “check out”.

Begin by bookmarking or adding to your favorites this url or you can access the link on the Illiad blog:

<http://newfirstsearch.oclc.org>



This is the log in screen for WorldCat. Your authorization number is:

100-137-961

You're password will be:

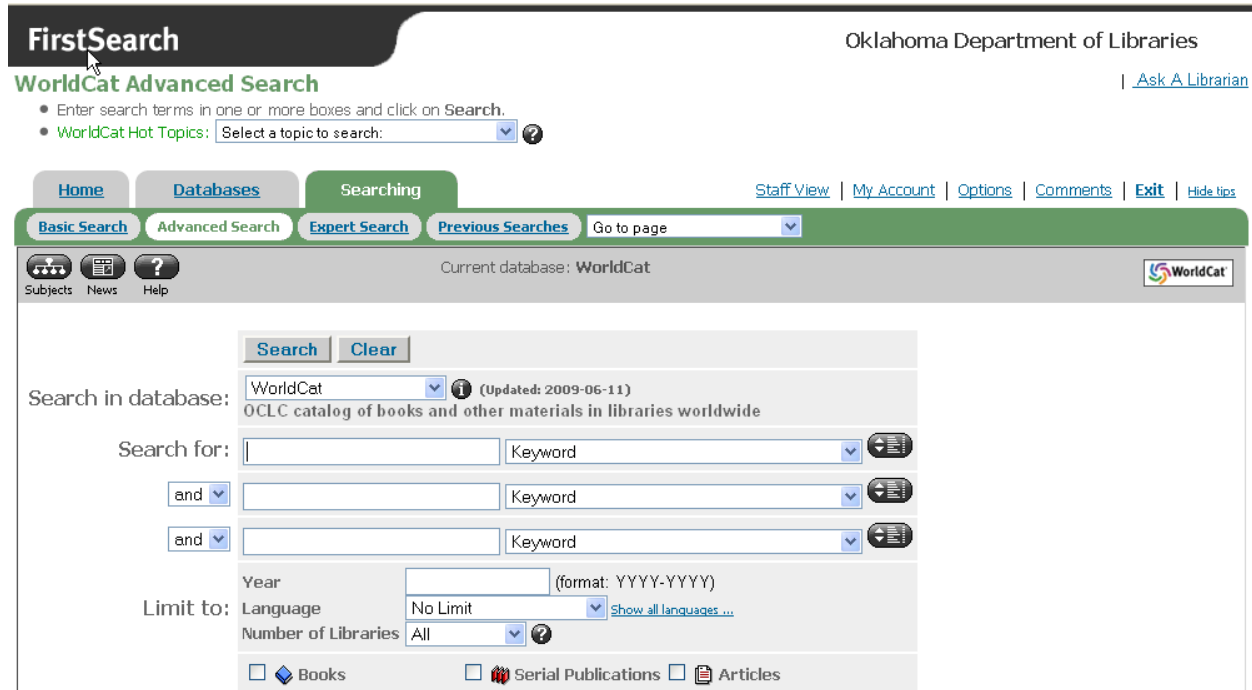
fsoksg

I want to stress that this authorization number and password should NOT be given out to your patrons. Interlibrary loan staff should be the only individuals submitting requests.

Click “Start” to enter WorldCat.

Screen 2 – WC search screen

Welcome to the search screen!



The screenshot shows the WorldCat search interface. At the top, there is a navigation bar with "FirstSearch" and "Oklahoma Department of Libraries". Below this, there are tabs for "Home", "Databases", and "Searching". The "Searching" tab is active, and it contains sub-tabs for "Basic Search", "Advanced Search", "Expert Search", and "Previous Searches". A "Go to page" dropdown menu is also present. The main search area is titled "Search in database:" and shows "WorldCat" as the selected database. Below this, there are three search boxes, each with a "Keyword" dropdown menu and a search icon. The "Limit to:" section includes fields for "Year" (format: YYYY-YYYY), "Language" (set to "No Limit"), and "Number of Libraries" (set to "All"). At the bottom, there are checkboxes for "Books", "Serial Publications", and "Articles".

You can search a number of ways – with a title, author, keyword, ISBN. You can also combine keywords by adding terms to these boxes.

You will find the limiting options useful. You can easily limit by year or language. A really great feature is limiting by type. Use this if, for example, you want the audio version of a title and aren't really interested in sifting through all the print records. There's also the option of subtype limits, where you can specify which type of material you want. For example, you can choose audio CD or cassette. Definitely use this subtype limiter if your patron only wants a certain type of material.

So, let's run a search! Let's say a patron is looking for a book on raising Labrador retrievers. I would search "training" and "Labrador" and "dog". I don't want a book that's too old so I'll limit the year range to 1990-2009.

Click “Search”.

Screen 3 – Results screen

The screenshot shows the FirstSearch interface for the Oklahoma Department of Libraries. The main heading is "WorldCat List of Records". Below it, there are instructions: "Click on a title to see the detailed record." and "Click on a checkbox to mark a record to be e-mailed or printed in Marked Records." There is also a "WorldCat Hot Topics" section with a dropdown menu. The navigation bar includes "Home", "Databases", "Searching", and "Results". The "Results" section shows "WorldCat results for: (kw: training and kw: labrador) and kw: dog and dt= 'bks' and yr: 1990-2009. (Save Search)" and "Records found: 33 Rank by: Number of Libraries". The interface includes a "Limit results" bar with dropdowns for "Any Audience", "Any Content", and "Any Format". The search results list includes:

- 1. [Labrador retriever /](#)
Author: Fogle, Bruce.
Publication: New York, N.Y. : DK Pub. ; Boston : Distributed by Houghton Mifflin Co., 1996
Document: English : Book
[Libraries Worldwide](#): 752
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)
 [See more details for locating this item](#)
- 2. [Jake : a Labrador puppy at work and play /](#)
Author: Jones, Robert F., 1934-; Eppridge, Bill,
Publication: New York : Farrar, Straus & Giroux, 1992

The search returned 50 results. Not bad. You'll notice that not all of the results are books. The tabs along the top tell me that I found books, some visual materials and some electronic materials.

In addition to the tabs, you can also see what item type is attached to the record by these icons on the side. For example, a "book" means the item is, well, a book. The "world" icon represents an electronic file.



You can also limit your results in the limiting bar underneath the tabs but I've found these sorts of limitations are best placed before you run the search.

I only want to see books, so I'm going to click on the "Books" tab.

That looks good. Now I just need to select a record. One thing I might look at before clicking into a title, especially if I have many titles to choose from, is the number of libraries that own the title.

Publication: New York, N.Y. : DK P
Document: English : Book
[Libraries Worldwide](#): 752
More Like This: [Search for versions with sar](#)

While not terribly important, it will give you an idea of how lendable the item is. The fewer libraries that own the title, the rarer it is. If you happen to come across a rare title that a patron requests, please,

don't let that stop you from placing the request – just be aware that your chances of receiving the book are smaller. In this case 700 is a large number so I can be confident my request will be filled.

I'm going to go ahead, click on the title link and choose this title!

Screen 4 – record screen

The screenshot shows the WorldCat interface for a detailed record. At the top, it says 'FirstSearch' and 'Oklahoma Department of Libraries'. Below that, it says 'WorldCat Detailed Record' and 'Ask A Librarian'. There are navigation tabs for 'Home', 'Databases', 'Searching', and 'Results'. A search bar shows the query: 'WorldCat results for: (kw: training and kw: labrador) and kw: dog and dt= "bks" and yr: 1990-2009. Record 1 of 33.' Below the search bar, there are buttons for 'Subjects', 'Libraries', 'E-mail', 'Print', 'Export', and 'Help'. There are also buttons for 'Prev', 'Next', and 'Mark:'. Below that, there are buttons for 'Detailed Record', 'Table of Contents', and 'Add/View Comments'. The main content area shows the book cover for 'LABRADOR RETRIEVER' by Bruce Fogle, published in 1996. The cover features a photograph of a golden retriever. The title is 'LABRADOR RETRIEVER' and the author is 'Bruce Fogle'. The description says: '1996 1st American ed. English Book 80 p. : col. ill. ; 22 cm. New York, N.Y. : DK Pub. ; Boston : Distributed by Houghton Mifflin Co. ; ISBN: 0789405695 9780789405692'. Below the description, there is a paragraph: 'Owners and aficionados alike will enjoy the unique blend of keepsake and reference books in this easy-to-follow, colorfully illustrated series of breed-specific handbooks. Each breed handbook covers every aspect of dog care, including a full profile of each featured breed and information on basic day-to-day care, training, grooming and exercise. With more than 150 color photos, Labrador owners will find this handbook to be an invaluable assets....'. At the bottom, there is a button that says 'GET THIS ITEM'.

Once you click on the title, you're taken to the record screen. This screen offers a lot more information about the item, including a brief, descriptive paragraph.

Another helpful tab is the Table of Contents.

This gives you the Table of Contents list. This information can be especially helpful in subject or keyword searches where you need to know the book contains a specific topic that may not be obvious from the title or the description.

I'm confident this is the book I want. I go back to the detailed record.

It's a little hard to see, but to borrow the item click on this Borrow This Item Link!

The screenshot shows the 'GET THIS ITEM' section of the WorldCat record. It has a heading 'GET THIS ITEM' in a grey box. Below that, it says 'Availability: Check the catalogs in your library.' There are two bullet points: 'Libraries worldwide that own item: 752' and 'Search the catalog at your library'. Below that, it says 'Resources: BORROW THIS ITEM!' and 'Cite This Item'.

Screen 4 – Illiad login



The screenshot shows the login interface for the Oklahoma Department of Libraries (ODL) Online. At the top, the ODL Online logo is displayed with the text "Oklahoma Department of Libraries". Below the logo, the page title is "State Government - InterLibrary Loan Login".

Login: *Attention! To register for the new interlibrary loan service use the First Time User link. You will only have to do this once. Once you have registered, be sure to keep your username and password in a safe place. ODL does not store usernames and passwords.*

Returning users - enter your username/password.

Enter your ILLiad Username:

Enter your ILLiad Password:

Click Button to Logon:

[First Time Users !](#)

At the bottom of the page, the text "Virginia Tech Intellectual Properties, Inc." is visible.

This is the Illiad login screen. Like I said before, think of this as accessing your library card, here is the place where all your library information is stored. You should already have a username and password. If not call the ODL, Interlibrary Loan Office at 405-522-3473.

Enter your username and password here.








Click "Logon to Illiad"

Screen 5 – Request review screen

Loan Request for stmattox		Exit to Main Menu
Status Enter information below and press the Submit Information button to send.		
Describe the item you want		
Author/Editors <i>(required)</i>	Fogle, Bruce	
Title <i>(Please do not abbreviate unless your citation is abbreviated) (required)</i>	Labrador retriever	
Publisher	DK Pub. ;Distributed by Houghton Mifflin Co.	
Place of Publication	New York N.Y. ;Boston	
Date of Publication	1996	
Edition	1st American ed.	
ISBN (Int. Standard Book No.) <i>(if given will speed request processing)</i>	9780789405692	
OCLC number	33244968	
Not Wanted After Date <i>(format: MM/DD/YYYY) (required)</i>	06/11/2010	
Will you accept the item in a language other than English? If yes, specify acceptable languages in the notes field.	No	
Will you accept an alternate edition of this item?	Yes	
Notes Put any information here that may help us find the item, as well as any other pertinent information.		
Where did you learn about this item?		
Where did you find this item cited?		

Before submitting your request, take a minute to glance over the form. WorldCat fills in everything for you, which is great! But it's always nice to be absolutely sure you've got the right book before clicking submit.

Screen 6 – Illiad Main Menu

Main Menu of ILLiad for stmattox		Exit ILLiad System
Status: Book Request Received: Transaction Number 67191		
Review Requests		
 View/Modify Outstanding Requests	Use this button to view and edit your outstanding requests, including detailed request information and statuses.	
 View/Download Electronically Received Articles	Use this button to view items that you have received for web delivery.	
 View/Renew Checked Out Items	Use this button to view items that you have checked out along with due dates and a method to renew your loan.	
 View Request History	Use this button to view your completed requests.	
 View/Resubmit Cancelled Requests	Use this button to view items that have been cancelled either by you or the InterLibrary Loan staff. You may resubmit these items with more complete and/or accurate information.	
Review Personal Information		
 Change User Information	Use this button to modify your personal information, including address, phone number, e-mail address and delivery preferences.	
	Use this button to change your password.	

If your request went through, at the top of the page, there will be a positive status message that includes a transaction number.

This is Illaid's main menu. From here you can view all of your outstanding requests, view checked out items, or view the history of requests.

If you would like to print a copy of your recently requested item for your records, click "View/Modify Outstanding Requests"

Screen 7 – View/Modify Screen

View/Edit Outstanding Requests for smattox				Exit to Main Menu	
Status					
Choose a request below for detailed information.					
Below are your active requests. Click on any transaction number for detailed information.					
Transaction Number	Document Type	Title	Author	Status	Status Date
66046	Book	Eye of my heart : 27 writers reveal the hidden pleasures and perils of being a grandmother / Eye of my heart : 27 writers reveal the hidden pleasures and perils of being a grandmother	Graham, Barbara	Request Sent	5/18/2009 2:56:47 PM
66555	Book	The drifting classroom. Vol. 2 / The drifting classroom.	Umezu, Kazuo, 1936- Umezu, Kazuo	Awaiting Return Label Printing	6/10/2009 4:33:13 PM
67006	Book	The lonesome crowded west The lonesome crowded west	Modest Mouse (Musical group) Modest Mouse	Request Sent	6/8/2009 12:50:23 PM
67007	Book	We were dead before the ship even sank We were dead before the ship even sank	Modest Mouse (Musical group) prf Modest Mouse	Request Sent	6/8/2009 12:51:49 PM
67191	Book	Labrador retriever	Fogle, Bruce	Awaiting Request Processing	6/11/2009 8:28:22 AM

This is a list of all requests waiting for an answer. Click in the transaction number of the title you wish to print.

Screen 8 – detailed transaction record

Detailed Information Exit to Main Menu

Status *Below is the detailed information about your outstanding request.* Return to List

Detailed Request Information Edit Request
Cancel Request

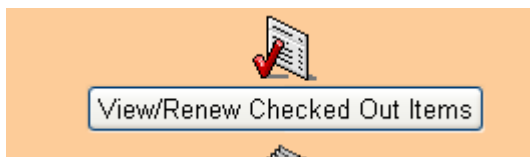
Field	Value
Title	Labrador retriever
Author	Fogle, Bruce
Publisher	DK Pub. ; Distributed by Houghton Mifflin Co.
Place	New York N.Y. ; Boston
Date	1996
Edition	1st American ed.
ISSN/ISBN	9780789405692
Cited In	firstsearch.oclc.org:WorldCat
Cited Title	
Cited Date	
Cited Volume	
Cited Pages	
Not Wanted After	06/11/2010
Accept Non English	No

Use your browser print button, or File – Print, to print a copy of this record. Unfortunately, at this time, there is no way to print more than one record at a time.

To return to the main menu, click “Exit to Main Menu”.

Screen 9 – Illiad Main Menu

Please remember that once an item is shipped, its record will move from the “View/Modify Outstand Requests” menu to the “View/Renew Checked Out Items”.



Once your item has been shipped from the lending libraries, *you will receive 1 and only 1 email notification that the item is on its way.* This email will include the title of the item and the return address of the lending library. *Please do NOT respond to the email; it is system generated and unmonitored.*

Once the item arrives you do not need to inform the lending library of its receipt, nor do you need to notify the lending library when you return the book.

If you are finished placing the request, click “Exit Illiad System” or return to the WorldCat window to borrow some more materials!

Screen 10 – end clip

If you need to speak with someone in the ODL Interlibrary Loan office you can email

mcaruthers@oltn.odl.state.ok.us

ssaunders@oltn.odl.state.ok.us

otisill@oltn.odl.state.ok.us

Or you can call

1-800-522-8116

Or the direct line

405-522-3473

Thanks for watching and we hope you have many successful interlibrary loans!