Resource Sharing Procedures

Requesting Library

Select the best method for requesting a specific title or article in this priority order:

1. Search your local (your library's or automated network's) catalog. If the item is available for loan, place a hold/request and notify the patron when the item arrives.

2. If the items is not available locally, check if the item is available in other in-state libraries.

3. Use the LORI ILL Request form to request from libraries found in the previous step.

4. If the item still cannot be found, go to FirstSearch to pursue your request via the OLIS ILL Clearinghouse (see instructions below).

5. For LORI requests, contact the LORI supplying library directly if the request is not answered in 3 business days. For out of state requests, email OLIS ILL Clearinghouse if you do not receive any confirmation in 2 business days.

6. If you need to renew an item, contact the supplying library at least 48 hours before the original due date. If the item is from the Clearinghouse, notify the OLIS ILL Clearinghouse.

7. To return, pack and label materials accordingly and follow normal LORI delivery procedures. If the item is from the Clearinghouse, notify the OLIS ILL Clearinghouse.

Basic Steps for Using FirstSearch ILL

1. Go to FirstSearch & OLIS ILL Clearinghouse

2. Click on "Log in to FirstSearch"

3. Enter your LORI username, password, and your library's 3 letter LORI code

4. Click "Okay"

5. For assistance in searching please refer to the FirstSearch online help.

6. Click the item to view the entire record in detail. If this is the correct record, click "ILL" button at the top of the screen.

7. Fill out the form.

8. Comments: if you use the "Comments" field, please indicate who the comments are for, e.g. to Kelley/Clearinghouse, or reminders to yourself or your staff.

9. Submit.

10. Keep a copy (electronic or print) of the request for your records and exit FirstSearch.

11. Library will receive a copy of the request via email.

12. Email OLIS ILL Clearinghouse with the name of the item and the ILL number when the actual item is received.

13. Email OLIS ILL Clearinghouse when the item is returned.

Supplying Library

Questions? Contact any member of the LORI Resource Sharing Working Group.

1. Check for incoming requests daily and respond promptly.
   (The request may arrive through the library's ILL email account. Notify OLIS if the ILL email account for your library is in-correct.)

2. Verify availability of the material requested. If available and

   o if the request was received via an automated network, ship and process the material according to local procedures.

   o if the request was received via a non-automated network

      ▪ ship the item with a copy of the request.

      ▪ ship the item with "due date" information on the item itself.

3. If not available and

   o if the request was received via an automated network, transfer the hold manually to the next supplying library, or cancel the request if no additional copy is available.

   o if the request was received via a non-automated network, manually forward the request to the next supplying library specified by the requesting library. If there is no additional supplying library, notify the requesting library that the item is not available.

4. Respond to renewal requests within 3 business days. If the supplying library fails to respond, the loan period will be automatically extended.