

# WELCOME TO LORI INTERLIBRARY LOAN

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Library of Rhode Island (LORI)

RI Office of Library and Information Services

Feb. 2026

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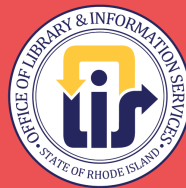
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# Library of Rhode Island Overview

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# LIBRARY OF RHODE ISLAND (LORI) INTERLIBRARY LOAN

The Library of Rhode Island (LORI) is a multi-type library network managed by The Office of Library & Information Services (OLIS) and governed by resource-sharing standards established by the Library Board of Rhode Island.

Interlibrary loan is a service whereby a patron of one library can borrow materials or receive copies of documents that are owned by another library. Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to patrons.

Certified [LORI member libraries](#) can access delivery services for interlibrary loans and other resource-sharing activities allowing Rhode Islanders to obtain resources from over 150 libraries across Rhode Island or from out of the state and pick them up at their local library.



Final jeopardy : the story of Watson, the computer that will transform our world

★★★★☆ 94 reviews

Author: [Stephen Baker](#)

**Summary:** Researchers at IBM launched a billion-dollar project to develop a machine that could compete in the quiz show Jeopardy--and win. The machine faced off in a high-ratings match against two former

[Show more](#) ▾



[Print Book](#), English, 2012

**Edition:** 1st Mariner books ed [View all formats and editions](#)

**Publisher:** Mariner Books, Boston, MA, 2012

[Show more information](#) ▾

## LORI ILL Request

Use this form to request items from another library. Need help? Check the [LORI Resource Sharing Procedures](#).

### Requesting Library

Library Name: \*

Staff Name: \*

Email: \*

Need By Date: \*  /  /

Type of Request:  Book or any Physical Item  Article

### Catalog Information

A description of the section goes here.

The item was found from the following catalogs: (check all that apply):  [OLIS](#)  [BILNIS](#)  [Others](#)

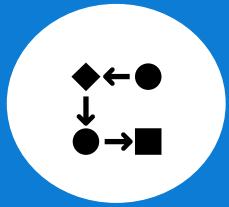
Notes regarding requested item?



# ELIGIBILITY

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Libraries must complete the annual online [LORI Resource Sharing Certification](#) to be eligible for resource sharing activities, including interlibrary loan and statewide delivery. Criteria to maintain delivery eligibility:



Follow LORI delivery procedures.



Maintain timely communication with OLIS about delivery services, schedule changes, issues, etc.



Participate in OLIS biannual item counts in spring and fall.



Provide an email contact to ensure at least one person at the library receives LORI/delivery related communications.

# COMPLIANCE WITH LORI ILL CODE

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**All public, school, academic, and special libraries that wish to participate in library delivery and other resource sharing benefits provided by the Office of Library and Information Services must comply with the Standards and Regulations including the LORI Interlibrary Loan Code.**

- Scope of materials
- Responsibilities of requesting libraries
- Responsibilities of supplying libraries
- Confidentiality of transactions
- No fees or overdue fines charges to LORI libraries

For more information, see <https://olis.ri.gov/programs-and-support/resource-sharing/standards-and-regulations>

# Requesting/Lending Within LORI

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# REQUESTING MATERIALS

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Begin the search locally for the requested item, moving through the steps below until a potential lending library is identified.

1. Request from libraries within your shared catalog/local network (OSL, RILINK, HELIN). Place a hold in the ILS.
2. Request from libraries outside a shared catalog/local network, but a member of LORI. Submit an ILL request using the [LORI ILL Request Form](#). School libraries can request from OSL libraries using the [OLIS Library Card](#).
3. Request from non-LORI libraries (may be in or outside of Rhode Island). Submit a request using [FirstSearch](#) through the OLIS Clearinghouse.

See [OLIS Interlibrary Loan](#) for detailed ILL information and procedures.

# SEARCHING FOR ITEMS IN RI

If an item is not owned by a library within your consortium or local network, use any of the following online catalogs to locate it within RI. Use the LORI ILL Request Form to request from any LORI library.

## RHODE ISLAND LIBRARY CATALOGS

[Ocean State Libraries](#) - shared catalog for all public libraries, St. George School Library, and OLIS Iacono Library.

[RILINK](#) (RI Library Information Network for Kids) - shared catalog for a consortium of school libraries (not all RI schools are members). Limit requests to LORI member libraries designated with the LORI badge on the RILINK site.

[Brown University Library](#)

[Bryant University Library](#)

[Community College of Rhode Island Library](#) (HELIN)

[Johnson & Wales University Library](#) (HELIN)

[New England Institute of Technology](#)

[Providence College Library](#) (HELIN)

[Rhode Island College Library](#) (HELIN)

[Roger Williams University Library](#) (HELIN)

[Roger Williams University Law Library](#)

[Salve Regina University Library](#) (HELIN)

[School of Design, Rhode Island / Providence Athenaeum](#) (combined catalog)

[University of Rhode Island](#)

[Historical Society Library, Rhode Island](#)

[Portsmouth Abbey School Library](#)

[Redwood Library & Athenaeum](#)

[State Library, Rhode Island](#)

# SEARCHING HELIN LIBRARIES (Slide 1)

**Search all HELIN library holdings by using the catalog of any HELIN library: Community College of Rhode Island, Johnson & Wales University, Providence College, Rhode Island College, Roger Williams University, Salve Regina University, or Wheaton College.**



It is recommended to use the [Community College of Rhode Island Library](#) or [Providence College Library](#) catalogs due to the way they are configured.

1. Before beginning the search, select the “All HELIN Libraries” option located below the search box.
2. Enter the search terms in the search box. ISBN searches are recommended for quick access to holding information and availability. Title, author, or keyword searches are likely to produce many results, and the library catalog you are using may give holdings for that location first, even if more relevant results are owned by other HELIN locations.
3. To see the holdings and availability for a title, click on the title to open a detailed record. This step may not be necessary when doing an ISBN search. Holdings for all HELIN locations will automatically appear with the availability if you are using the Providence College Library catalog. You may need to scroll down to see the holdings and availability for the other HELIN libraries. Other library catalogs may require you to click a “View Availability” button to generate that information.

# SEARCHING HELIN LIBRARIES (Slide 2)

Search for a title in ALL HELIN libraries using CCRI's online catalog using ISBN (or title, author, etc).

## CCRI LIBRARY

The Community College of Rhode Island Library provides a welcoming environment for individual and collaborative learning. Each campus has a library with access to print and online books, journals, and other resources.

[Articles & Databases](#) [Research Guides](#) [Help & Chat](#)

### Find

 [Go!](#)

Limit to CCRI  All HELIN Libraries  Libraries Worldwide

[Advanced Catalog Search](#) [My Library Account](#) [Course Reserves](#)

# SEARCHING HELIN LIBRARIES (Slide 3)

When viewing the search results, click on the linked title to view the full bibliographic record and library holdings.

The screenshot shows the HELIN Libraries search interface. At the top, there is a search bar with the ID 9780393317596 and a 'Sign in' button. Below the search bar, the page indicates '1 result in HELIN Libraries'. The search results are sorted by 'Best Match'. On the left, there are filters for 'Search Results Display', 'Expand This Search With', and 'Held By Library'. The 'Held By Library' filter is expanded, showing options for 'Libraries Worldwide', 'HELIN Libraries' (checked), and 'Community College of Rhode Island'. Under 'Community College of Rhode Island', there are checkboxes for 'Lincoln', 'Newport', 'Providence', and 'Warwick'. The main search result is for the book 'The Devil in the Shape of a Woman' by Carol F. Karlsen, published in 1998. The title is highlighted with a red box. The book cover is visible on the left. The bibliographic record includes the author's name, the title, the publisher (Norton, 1998), and a summary. The book is marked as 'Available' at the 'Community College of Rhode Island, CCRI-Warwick Main Stacks' with the call number BF1576 .K37 1998. At the bottom, there are links for 'Other Editions and Formats at Community College of Rhode Island' and 'Worldwide Editions and Formats'.

# SEARCHING HELIN LIBRARIES (Slide 4)

Because we searched the CCRI catalog, their holdings are listed first, including the call number and availability. To view the other HELIN library holdings, click the HELIN libraries button.

Availability of this Edition at Community College of Rhode Island

Search volume, year, or item

^ CCRI-Warwick		✓ 1 Available at this Location
Shelving Location	Call Number	Status ↑
Main Stacks	BF1576 .K37 1998	✓ Available

Results per Page: 10 1-1 of 1 < >

Other Availability & Holdings

**HELIN Libraries (3 Libraries)** Other Libraries Worldwide (688 Libraries)

# SEARCHING HELIN LIBRARIES (Slide 5)

The holdings information for each HELIN location can be found in the collapsible windows by clicking the institution name.

HELIN Libraries, 3 Libraries

^ Providence College 1 Available

Search volume, year, or item

^ Phillips Memorial Library ✓ 1 Available at this Location

Shelving Location	Call Number	Status ↑
Circulating Stacks <i>Note: Located on the second floor</i>	BF1576 .K37 1998 <i>Note: Located on Second Floor</i>	✓ Available

Results per Page: 10 ▾ 1-1 of 1 < >

▾ Rhode Island College 1 Available

▾ Salve Regina University 1 Available

# SEARCHING HELIN LIBRARIES (Slide 6)

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## TIPS AND OTHER THINGS TO KNOW

- Each HELIN library has their catalog configured in slightly different ways. Conducting the same search in Providence College's catalog and another HELIN catalog may appear to provide different results. The results are the same but presented in a different order.
- OCLC's catalog will provide holding information for libraries worldwide; however, it does not display the availability of the item for libraries outside of HELIN. For example, you may see that Brown University also owns an item but won't be able to see if it is available unless you go into Brown's Catalog.

# SUBMITTING A LORI ILL REQUEST FORM (REQUESTING)

Use the LORI ILL Request Form to request an item available in LORI libraries outside your consortium/local network.

## REQUEST

1. Enter requesting library information.
2. Choose item type (book/periodical).
3. Enter bibliographic information.
4. Choose supplying libraries from the drop-down based on RI catalogs search results.
5. Submit – sends request to the first lender and a confirmation to requesting library.
6. If the request is not answered in 3 business days, contact the lending library.

## RECEIVE

1. Requesting library should receive an email when the item will be supplied by the supplying library.
2. Retain paperwork accompanying the item.
3. Follow internal procedures to track and check-out.
4. Request renewals from lender at least 2 days before the due date.

## RETURN

1. Pack and label the item to return using the same method it was shipped.
2. Use the correct delivery code.\*
3. As a courtesy, email the supplying library when the item is returned.
4. Discard ILL documentation when the transaction is complete (in accordance with RI Records Retention Schedules [LG13.1.2](#)).

\*Delivery codes are not the same as OCLC library symbols. Please refer to the [Delivery Schedule](#) for LORI delivery codes.

# LORI ILL REQUEST FORM

Use the LORI ILL Request Form to request items available in LORI libraries outside your consortium/local network.

1. Complete the requesting library and staff information and need by date.
2. Choose the type of request. The appropriate fields for book or article citation will open.
3. Indicate which catalog was used to determine the owning/lending library.
4. Complete the bibliographic information for the item.
5. Choose the supplying library/libraries based on the catalog results.
6. Click submit. The request will be sent to the first supplying library and a confirmation to the requesting library.
7. Contact the [Resource Sharing Contact](#) of the supplying library if the request is not answered in 3 business days.

The screenshot displays the LORI ILL Request form, which is divided into several sections:

- LORI ILL Request:** Includes a title and a link to [LORI Resource Sharing Procedures](#).
- Requesting Library:** Features a dropdown menu for "Library Name" (highlighted in yellow), text boxes for "Staff Name" and "Email", and a "Need By Date" field with MM/DD/YYYY input boxes. The "Type of Request" section has radio buttons for "Book or any Physical Item" and "Article".
- Catalog Information:** Contains a description of the section and radio buttons to select the catalog used: "OSL", "BILINS", and "Others". Below this is a text area for "Notes regarding requested item?".
- Book Information:** A vertical column of text boxes for "Title of Book/Monograph", "Edition", "Author", "Publisher", "Year of Publication", "Call Number or other identifier, if available", and "ISBN".
- Supplying Library:** Includes a dropdown for "First Supplying Library" and three text boxes for "Second", "Third", and "Fourth Supplying Library". Each of these boxes has a note: "Must be between 3 and 3 characters. Currently Used: 0 characters." A "Submit" button is located at the bottom of this section.

# RECEIVING A LORI ILL REQUEST (LENDING) Slide 1

## RECEIVE A REQUEST

1. Check the ILL email account at least once a day for incoming requests and communications.
2. Search the local catalog to determine item availability.
3. If you can supply, notify the requesting library the request will be filled.
4. If you cannot supply, notify the requesting library and manually forward the email request to the next supplying library if there is one listed.

## CHECK OUT & SHIP ITEM

1. Follow internal procedures to check-out the item and track the ILL.
2. Include a copy of the request and the due date slip with the item.
3. Retain a copy of the paperwork accompanying the item.
4. Put the item in delivery using the correct library code on the slip.



## CLOSE THE REQUEST

1. Follow internal procedures to check in the item from the borrowing library.
2. Discard the ILL documentation when the transaction is complete (in accordance with RI Records Retention Schedules [LG13.1.2](#))

# RECEIVING A LORI ILL REQUEST (LENDING) Slide 2

LORI ILL Requests are sent to the ILL email account for each member library. The account should be checked at least daily to manage requests and communications from other libraries and OLIS.


[EXTERNAL] : LORI ILL Request


 donotreply@libwizard.com  
To  dslill, OLIS


1928

**Call Number or other identifier, if available:**  
PS3527 .A73 B5

**The item was found from the following catalogs: (check all that apply):**  
Others

**First Supplying Library:**  
 BRW - Rockwell School Library

**Second Supplying Library:**  
 URI - URI - University Libraries

**Third Supplying Library:**  
 RED - Redwood Library and Athenaeum



## If you cannot supply the item:

- The request must be **manually forwarded** to the next supplying library (refer to the [Resource Sharing Contacts](#) on the OLIS ILL page).
- Email the requesting library that you are forwarding the request to the next supplying library (or that it is unfilled if you are the only supplying library in the list).

# OLIS LIBRARY CARDS for SCHOOL LIBRARY ILL

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The Office of Library and Information Services (OLIS) is a member of the Ocean State Libraries (OSL) consortium. Cards are available for school libraries that are certified members of the Library of Rhode Island (LORI) but do not belong to the OSL consortium.

An OLIS Library Card enables school libraries to initiate an interlibrary loan request on behalf of a patron for materials accessible through the OSL online catalog. Cardholders may place holds in the catalog, allowing both the requesting and supplying library to track the requests and monitor the loan status online. This is an alternative means of requesting items from OSL libraries, but schools have the option of continued use of the LORI ILL Request Form.

For eligibility, policy, procedures and application, please see [OLIS Library Card Policy](#).

# Requesting Through the OLIS Clearinghouse



# REQUESTING FROM NON-LORI LIBRARIES – USING FIRSTSEARCH Slide 1

After determining an item is not found within a LORI library, submit a request using FirstSearch through the OLIS ILL Clearinghouse.

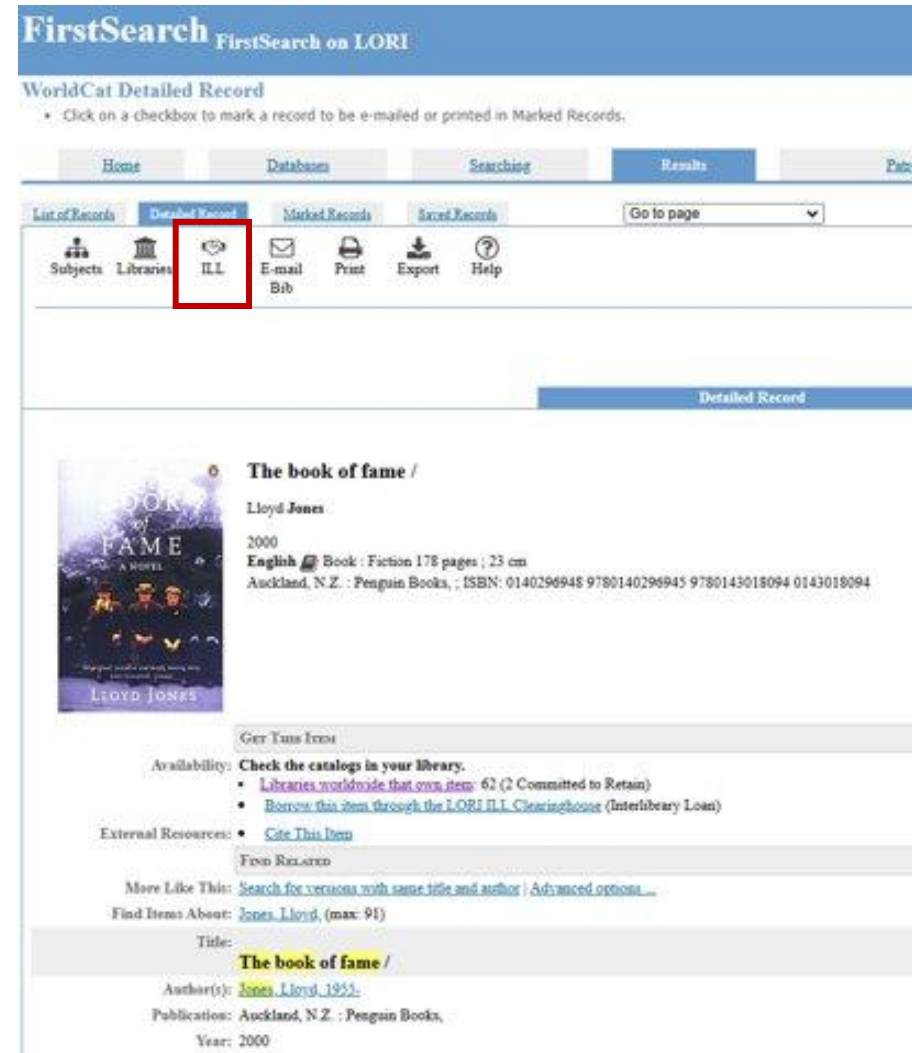


OLIS subscribes to FirstSearch on behalf of the member libraries of the Library of Rhode Island (LORI). Library staff who work in LORI libraries with a valid LORI account can use the service.

Account registration and login support can be found on the FirstSearch & OLIS ILL Clearinghouse section of [the OLIS ILL page](#).

# REQUESTING FROM NON-LORI LIBRARIES – USING FIRSTSEARCH Slide 2

1. Once it is determined the item is not owned by a LORI library, locate the correct record in FirstSearch.
2. Log in to [FirstSearch](#)
3. View “libraries worldwide that own item.” If it is owned by a LORI Library, stop and submit the request using the LORI ILL Request Form.
4. Click “Borrow this item through the LORI ILL Clearinghouse” to initiate the request (or select the ILL button at top).



The screenshot shows the FirstSearch interface for a WorldCat record. The page title is "WorldCat Detailed Record" with a sub-note: "Click on a checkbox to mark a record to be e-mailed or printed in Marked Records." The navigation bar includes "Home", "Databases", "Searching", "Results", and "Page". Below this, there are tabs for "List of Records", "Detailed Record" (selected), "Marked Records", and "Saved Records". A "Go to page" dropdown is also present. A secondary navigation bar contains icons for "Subjects", "Libraries", "ILL" (highlighted with a red box), "E-mail Bib", "Print", "Export", and "Help". The main content area displays the book details for "The book of fame" by Lloyd Jones, published in 2000. It includes a cover image, a description in English, and ISBN information. Below the details, there are sections for "Get This Item", "Availability" (with a link to "Libraries worldwide that own item"), "External Resources" (with a link to "Cite This Item"), "Find Items About" (for Lloyd Jones), and a "Title" section that repeats the book title and author information.

# REQUESTING FROM NON-LORI LIBRARIES – FIRSTSEARCH Slide 2

Complete the form, entering the patron and staff info, and requesting library code. Add a note in the comments box if the item is available in a LORI library (URI, Brown, etc.), but unavailable for loan (ex. reference use). Click submit. If a copy of the request is not received within 2 business days in the library's designated ILL email account, please contact the OLIS Clearinghouse. Be mindful of patron confidentiality. Minimize personal info in request.

*Patron Name	<input type="text"/>	?
* Staff Name	<input type="text"/>	?
* Library Code	<input type="text"/>	?
*Library Code, again	<input type="text"/>	?
Date Needed	<input type="text"/>	YYYYMMDD ?
Library email	<input type="text" value="WE USE A LORI LIBRARY'S XXXILL ACCT ONLY"/>	?
Max Cost	<input type="text" value="00.00"/>	00.00 ?
Comments	<input type="text"/>	

Email [dslri.OLIS@gmail.com](mailto:dslri.OLIS@gmail.com):

- Received a FirstSearch item
- Returning a FirstSearch item
- ILL Clearinghouse Questions
- Cancel a FirstSearch ILL Request

# FIRSTSEARCH REQUEST PROCESS

After determining an item is not found within a LORI library, submit a request using FirstSearch through the OLIS ILL Clearinghouse.

## REQUEST

1. Locate the item in FirstSearch
2. Click ILL above the bib record
3. Enter staff & patron name/initials
4. Use **ONLY** the 3 letter LORI code
5. Avoid personally identifiable info that is not needed in the request
6. Submit
7. Email [OLIS ILL Clearinghouse](#) if you do not receive any confirmation in 2 business days
8. Allow up to 2 weeks for shipping

## RECEIVE

1. Email OLIS ILL Clearinghouse to notify it was received
2. Retain accompanying paperwork
3. Note the delivery method for return
4. Follow internal procedures to track/check out in system
5. Request renewals from the OLIS ILL Clearinghouse at least 2 days before the due date

## RETURN

1. Pack and label item, following shipping requirements of the lending library (return using the **same method** it was shipped)
2. Email [OLIS ILL Clearinghouse](#) to notify it was returned
3. Discard ILL documentation when the transaction is complete (in accordance with RI Records Retention Schedules LG13.1.2).

# LORI Resource Sharing Working Group

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# LORI RESOURCE SHARING WORKING GROUP (RSWG) OVERVIEW

**Purpose:** to promote and support access to resource sharing materials and programs that foster professional, educational and recreational enrichment for library staff and patrons in all types of libraries.

## Activities:

- Hold bi-monthly virtual meetings to share best practices, innovations, and to address challenges.
- Identify educational and professional development needs, engage local, regional or national presenters, and to participate in the planning of programs.
- Keep up-to-date LORI resource sharing procedures.
- Conduct studies on trends, opportunities, and sustainability and implement changes when appropriate.
- To act in an advisory capacity to OLIS on Resource Sharing.



## Join the Email List!

ILL staff of LORI member libraries are encouraged to stay informed with resource sharing information and receive meeting notifications by joining the Resource Sharing Working Group's Google Group and email list. Please let us know in the [Contact Us Form](#) that you are requesting email list signup.

For more information, visit the [RSWG LibGuide](#).



# LORI RESOURCE SHARING WORKING GROUP (RSWG) LibGuide

Find valuable information on the LibGuide including:

- Meeting information
- Members, subcommittees and group guidelines
- Continuing education resources (CE events and documentation)
- Mentoring support

## RSWG Volunteer Mentors

The Resource Sharing Working Group (RSWG) has compiled a directory of LORI library staff who are familiar with resource sharing and interlibrary loan procedures and protocols and who are willing to serve as occasional mentors to LORI staff who have questions or need help figuring out how to troubleshoot a resource sharing or ILL issue.

Interested in volunteering as a mentor?

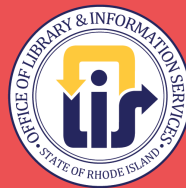
Need to contact an RSWG mentor?

Visit RSWG [Volunteer Mentors](#)

For more information, visit the [RSWG LibGuide](#).

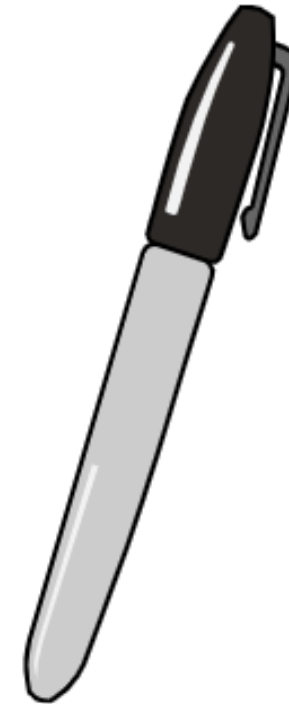
# OLIS Resource Sharing Resources

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# FILLING OUT A DELIVERY SLIP

Items put in delivery must be properly labeled with a transit slip to ensure proper and efficient routing. Undeliverable items are sent to OLIS, and non-LORI items are sent back to the sending library.



- Use the LORI Delivery Slip
- Use marker
- Use the correct library delivery code from the delivery schedule
- Use bold & clear text
- Additional notes can be added to the body of the slip



- Do not use scrap paper
- Avoid hard to read ink/pencil
- Do not use full names or non-LORI codes (ex. PRO - not PPL or Prov. Public)
- Slip should be easy to read by delivery and library staff

Rhode Island

LIBRARY OF RHODE ISLAND

**BAR**

Attn: Mary Smith

Date: \_\_\_\_\_

Sent from

# INTERSTATE DELIVERY FOR INTERLIBRARY LOAN

- ❑ The Office of Library and Information Services (OLIS) has collaborated with the Massachusetts Library System (MLS) to provide an interstate delivery service.
- ❑ This service enables Rhode Island and Massachusetts libraries to send and receive interlibrary loan items across the state border at no cost to participating libraries.
- ❑ For Interstate Delivery procedures, please see [Interstate Delivery](#)



## Delivery Slip Process:

- ✓ Use the **MA Delivery Route Index** to determine the regional route (S, B, C, M, N, W)
- ✓ Use the correct **regional or Massachusetts Library System (MLS) delivery slip**
- ✓ Write the **library name** on the routing slip which **must match the name in the yellow column on the Delivery Index**.
- ✓ Add **Rhode Island** in “from” field
- ✓ Use **bold & clear text**

## Interstate delivery slip examples

<b>C</b>	VIA: Central
TO: Massachusetts Library System - Marlborough TOWN/INSTITUTION	
ATTENTION: ILL	
DATE SENT:	
FROM: <b>Rhode Island</b>	
ROUTE:	
NOTE:	
DELIVERY PROVIDED BY: MASSACHUSETTS LIBRARY SYSTEM	

<b>M</b>	VIA: METRO WEST
TO: <b>Brookline</b> TOWN/INSTITUTION	
ATTENTION:	
DATE SENT:	
FROM: <b>Rhode Island</b>	
ROUTE:	
NOTE:	
DELIVERY PROVIDED BY: MASSACHUSETTS REGIONAL LIBRARY SYSTEMS	

For questions about returning ILL items to MA, please email [dslri.OLIS@gmail.com](mailto:dslri.OLIS@gmail.com)

# HELPFUL LINKS

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- OLIS Interlibrary Loan Page <https://olis.ri.gov/programs-and-support/resource-sharing/interlibrary-loan>
- OLIS Library Card for School ILL <https://olis.ri.gov/programs-and-support/continuing-education/olis-library/olis-library-card-policy>

## DELIVERY LINKS

- OLIS Delivery Page <https://olis.ri.gov/programs-and-support/resource-sharing/delivery>
- Delivery Schedule <https://olis.ri.gov/programs-and-support/resource-sharing/delivery/schedule>
- Delivery Slip Master <https://olis.ri.gov/sites/g/files/xkgbur921/files/lori/delivery/interstate/slip2rimaster.doc>
- DOD Request Form <https://olis.ri.gov/programs-and-support/resource-sharing/delivery/delivery-demand-request>

# QUESTIONS

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