

# Using First Search to Search WorldCat from Home & Place Interlibrary Loan Requests

## Introduction

WorldCat is one of the many databases the Bud Werner Memorial Library purchases on behalf of our patrons. This tutorial will cover how to search WorldCat, a database which allows you to access the collections of libraries from all over the world. This tutorial will also cover how to place an Interlibrary Loan request for any item that you find in the WorldCat database.

## Finding WorldCat on the Internet

1. Log on to the Internet and go to the Library's Web site at: [www.steamboatlibrary.org](http://www.steamboatlibrary.org)
2. Click on the link: Online Reference Resources
3. Scroll down and look for the words: First Search - WorldCat
4. If you are inside the library, click on the link "Search from Library." If you are accessing this resource from home, click on the link "Search from Home."
5. Enter your name and library card number if searching from home.
6. Once inside WorldCat, you are ready to search.

## Searching in WorldCat

Once in WorldCat you have the ability to search everything or limit your search by format. Feel free to type in as little or as much information that you have, e.g. title, author, subject, or any combination thereof.



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## Results List

A list of possible titles will be returned after you hit the search button. Notice that the left-hand column will allow you to narrow the results by author, format, year, content, language, and topic.

Once you have a list that represents what you are looking for, click on the title and the full record will be displayed.

## Making an Interlibrary Loan (ILL) Request

1. You must be viewing the full record to make an ILL request, so if you are looking at the results list, click on the title to view the full record.
2. Scroll down to the section "Find a Copy in the Library." In the right hand corner of this section click the button "Request Item."
3. A form will appear. Fill in the mandatory starred fields.
4. Click on the Submit button.
5. You will know that your request was successful if you are taken to a blue OCLC First Search screen that says "Your resource sharing request was sent successfully."
6. Your ILL request will be directed to the Bud Werner Interlibrary Loan department. They in turn will find the closest lending library for you, and you will be contacted when your item arrives.
7. Feel free to return to WorldCat by clicking on the "Back to item details on WorldCat.org" button located at the top of the page.

## Interlibrary Loan Department

***Bud Werner Interlibrary Loan Department***

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