

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

Introduction

First Search is one of the many databases the Bud Werner Memorial Library purchases on behalf of our patrons. Within this database is a collection of smaller databases. 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.

You must call the library at 970-879-0240 and obtain a username and password before using this database.

Finding WorldCat on the Internet

1. Log on to the Internet and go to the Library's Web site at: www.steamboatlibrary.org
2. Click on the link: Online Reference Resources
3. Click on the letter: F
4. Scroll down and click on the words: First Search
5. You will be prompted for a username and password.
6. Once inside First Search, click on the drop-down box next to "Jump to Advanced Search" and select "WorldCat."
7. You will be taken to the advanced search screen in the WorldCat database.

•
•
•
•
•
•
•

Searching in WorldCat


1. Under "Search For," type in the keywords, titles, subjects, etc. that are of interest to you. The drop-down boxes next to the data entry fields allow you to define where in the record you want the database to search. For example, in the title, author, ISBN fields, etc.
2. Under "Limit to," select the language.
3. Under "number of libraries" it is best to select 5-50, though this step is not absolutely necessary. You just need to realize that it is easier to find a lending library if many libraries own the title you are seeking.
4. Under "Limit type to," select whatever format you want, e.g., books, visual materials, etc. If you do not select a format, whatever is available on your topic will be returned to you when you hit Search. In such a scenario, tabs for each type of format will be displayed at the top of the results list to aid navigation.
5. Subtype Limits allow you to limit the results even further. Here you may select adult vs. juvenile, fiction vs. non-fiction, and further define the type of format you are looking for. It is not necessary to use the subtype limits, but they are useful in refining your search.
6. Click on the Search button.

Results List

A list of possible titles will be returned after you hit the search button. Click on the title and the full record will be displayed. Sometimes these records contain a table of contents, picture of the jacket cover, and summary. Once you have located a title that you want to request from another library, you are ready to move onto the next step.

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. Click on the ILL button  located in the left hand corner on the grey toolbar or on the link “Borrow this item from another library.”
3. A form will appear. Fill in the mandatory red fields.
4. Click on the Submit button.
5. You will know that your request was successful if you are returned to the full record and the words “Your ILL request was sent successfully” appear in green at the top of the page.
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 the front desk staff will call you when your item arrives.
7. Feel free to return to the results list or create a new search after you have successfully sent your ILL request.

Interlibrary Loan Department

Bud Werner Interlibrary Loan Department

(970) 879-0240 ext. 311

illbud@steamboatlibrary.org