

# Using the Colorado Virtual Library to Search and Request ILL Materials through SWIFT

March 14, 2006

## Introduction

The Colorado Virtual Library (CVL) is a statewide, online, lending network for Colorado Libraries. Once a title is located, and a request has been submitted, the request is automatically routed to the nearest lending library. This means you will not have to wait for the Bud Werner Memorial Library's Interlibrary Loan (ILL) Department to submit a request on your behalf.

If you have used the ILL services at the Library, your name will be in this database and you will be able to perform the actions in this tutorial. If you have not used ILL before, please contact the ILL department at 970-879-0240 ext. 311. They will enter your name into the SWIFT database for you.

This tutorial will feature various components of the CVL:

- Finding CVL on the Internet
- Logging-in to SWIFT
- Basic, Advanced, & Browse Searching with the Quick Search Group
- Understanding Results Lists
- Making an ILL Request
- Checking the Status of Requests

## Finding CVL on the Internet

1. Log on to the Internet and go to the Library's homepage:  
[www.steamboatlibrary.org](http://www.steamboatlibrary.org)
2. Click on the second link: **Search Other Libraries in Colorado**. This will take you to the CVL Web site.
3. Because there are so many ways to search the CVL Web site, we recommend you begin all of your searches and account transactions by clicking on the **Interlibrary Loan** link listed under the **CVL Resources** heading on the right-hand side of the Home page.
4. You will be taken to a Log-in screen for SWIFT

## Log-in to SWIFT

If you have used the ILL services at the Library, your name and library card will be in this database. If you have not used ILL before, please contact the ILL department at 970-879-0240 ext. 311. They will enter your name into the SWIFT database for you and you will be able to continue with this tutorial.

1. Fill in the boxes with the following information:
  - Home library: **East Routt Library District Bud Werner Memorial Library**
  - Barcode: The barcode number on the back of your library card - all 13 digits.
  - Type your last name.
2. Select **Logon**.
3. A summary screen will appear giving you the option to search for materials, view your requests, or submit a request without searching the CVL Web site. Though this tutorial will explain how to search for materials and submit ILL requests on your own, please feel free to use the **Blank Request Form** if you are experiencing any difficulties.

## Basic Search – Quick Search Group

1. Click on the **Search for materials using the Colorado Virtual Library** link after logging into SWIFT.
2. The Basic search option is preset to **Quick Search** libraries with large holdings such as the Denver Public Library, CU Boulder, etc.
3. Simply enter a keyword and click on the **Search** button to generate a broad set of results or use the radio buttons to search for words in the title or an author's name.

**Note:** This type of searching often returns too many results and inaccurate hits. Due to the size of the Quick Search library collections it may also take awhile to perform the search.

## Advanced Searching – Quick Search Group

1. Click on the **Search for materials using the Colorado Virtual Library** link after logging into SWIFT.
2. The option to perform a Basic Search will appear, click on the **Advanced Search** link located in the middle of the page.

3. Under **Step 1**, 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.  
**Note** - “phrase” means that the database will search for the words you enter in exactly that order.
4. Under **Step 2** the Quick Search libraries are listed. Simply select the libraries you want to search by clicking the box next to a library’s name.
5. Click on the **Search** button.

### Browse Searching – Quick Search Group

The browsing option condenses the same titles, authors, and subject headings under one link. This facilitates quick access to the materials you are seeking because results are grouped into categories instead of being listed in one, long, scrolling list.

**If you know the exact title or author, this is the best way to search the CVL.**

1. Click on the **Search for materials using the Colorado Virtual Library** link after logging into SWIFT.
2. The option to perform a Basic Search will appear, click on the **Browse** link located in the middle of the page.
3. Under **Step 1**, type in the title, subject, or author phrase for which you are searching. The drop-down box under the data entry field allows you to define where in the record you want the database to search.  
**Note** - “phrase” means that the database will search for the words you enter in exactly that order. When typing in an **Author Phrase** you must type: last name, first name  
  
e.g., Rowling, J.K.
4. Under **Step 2** the Quick Search libraries are listed. Simply select the libraries you want to search by clicking the box next to a library’s name.
5. Click on the **Search** button.

## Results Lists

- With Basic or Advanced searching, a list of possible titles will be returned. To view the full record, click on the title. You have the option of **requesting** a title from the results list or the full record.
- With the Browse option, results are grouped by categories. If you performed a title phrase search, they would be grouped by title, author phrase by author, and subject phrase by Library of Congress subject headings. To view the full record you will need to first select a category and then click on the title. You have the option of **requesting** a title from the results list or the full record.

## Making an Interlibrary Loan Request

1. Once you find the item you want, click on the **Request this Item** link.
2. An Interlibrary Loan Request screen will appear. Indicate if you are willing to pay if there are charges and type in any special instructions before clicking on the **I Agree, Send This Request** button at the bottom of the page.
3. A confirmation page will appear. Your request was automatically sent to the closest lending library. A Bud Werner Memorial Library staff member will call you when your item arrives.
4. To perform a new search, simply select either the **Interlibrary Loan Menu** or **New Search** link.

## Checking the Status of Requests

You may check the status of your requests immediately after requesting an item.

1. From the confirmation page click on the **Interlibrary Loan Menu** link.
2. Select the **View my Requests** link.

Or you can check the status of your requests from the CVL Home page after you have logged into SWIFT. To do so:

1. Go to the CVL Home page. Click on the **Interlibrary Loan** link listed under the **CVL Resources** heading on the right-hand side of the home page.

2. You will be taken to a Log-in screen for SWIFT.
3. Fill in the boxes with the following information:
  - Home library: **East Routt Library District Bud Werner Memorial Library**
  - Barcode: The barcode number on the back of your library card, all 13 digits.
  - Type your last name.
4. Select **Logon**.
5. Select the **View my Requests** link.

### Additional Information & Quick Facts

**Regional/Library Type Search:** If you want to search for Colorado libraries that are not included in the Quick Search Group, you may search by region or by type of library from the Home page.

**Group Searching:** You can also create your own groups of libraries for the database to search. If you select this option at any time, the software will assume you want to search those libraries exclusively. To change this option, you will need to use the search box on the Home page and re-select the *Quick Search Group* from the drop-down menu under Search Group.

Once you leave the CVL, your groups are erased unless you choose to create a MyCVL Account and build groups after logging in. The MyCVL option is located at the bottom of the Home Page.

**Español:** To access a Spanish interface to the CVL, simply click on the white, Español button in the upper right-hand corner of the screen.

**Need Help:** If you encounter any problems please call the Bud Werner Memorial Library ILL department at 879-0240 x 311 or [illbud@steamboatlibrary.org](mailto:illbud@steamboatlibrary.org)