

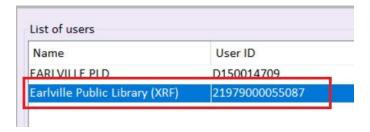
Interlibrary Loan Items Requested by a Non-RSA Library Procedure

Last updated: May 19, 2025

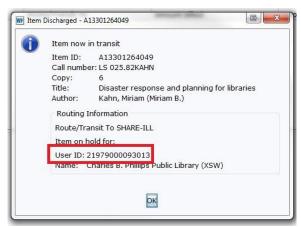
Items requested by a non-RSA library may come via OCLC WorldShare, fax, Find More Illinois, or through Onshelf Items (pick list) from SHARE-IL libraries.

- 1. Find the item on the shelf.
- 2. Open the CheckOut wizard in the Common Task group in the Circulation module of WorkFlows.
- 3. Search for the name of the library requesting the item. See <u>D1500 Numbers: How</u> to Use Them and How to Search for Them Cheat Sheet.
 - a. For requests sent through OCLC from RAILS Burr Ridge (to fulfill indirect Find More Illinois requests) use **D150002299**.
 - b. For SHARE-IL requests you must use the SHARE-IL account, not the D1500 account for that library. The account number is found in User Search, on discharge, or Onshelf Items.

Share-IL User Search:

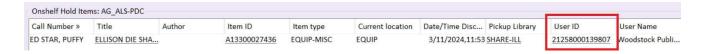


Share-IL account information from discharge:



Resource Sharing Alliance

Share-IL information in Onshelf Items:



- 4. Check the item out to the requesting library using the CheckOut wizard.
- 5. Send the item to the requesting library.
 - a. For libraries in Illinois use an <u>ILDS label</u> with full library name and <u>L2 route</u> information and place in your delivery bin.
 - b. For all other items, mail to the requesting library.
- 6. When the item is returned, discharge it from Workflows.

Questions? Contact the RSA Help Desk at help@rsanfp.org or call RSA at 866-940-4083.

^{*}Please notify the requesting library if you are unable to fulfill the request.