



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 [D1500 Numbers: How 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:

List of users	
Name	User ID
EARLVILLE PLD	D150014709
Earlville Public Library (XRF)	21979000055087

Share-IL account information from discharge:

Item Discharged - A13301264049

i Item now in transit
Item ID: A13301264049
Call number: LS 025.82KAHN
Copy: 6
Title: Disaster response and planning for libraries
Author: Kahn, Miriam (Miriam B.)

Routing Information
Route/Transit To SHARE-ILL
Item on hold for:
User ID: 21979000093013
Name: Charles B. Phillips Public Library (XSW)

OK

Share-IL information in Onshelf Items:

Onshelf Hold Items: AG_ALS-PDC									
Call Number »	Title	Author	Item ID	Item type	Current location	Date/Time Disc...	Pickup Library	User ID	User Name
ED STAR, PUFFY	ELLISON DIE SHA...		A13300027436	EQUIP-MISC	EQUIP	3/11/2024,11:53	SHARE-ILL	21258000139807	Woodstock Publi...

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 [ILDS label](#) with full library name and [L2 route 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.

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

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