



Filling Requests from a Non-RSA Library Procedure

Last updated: September 25, 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-ILL libraries.

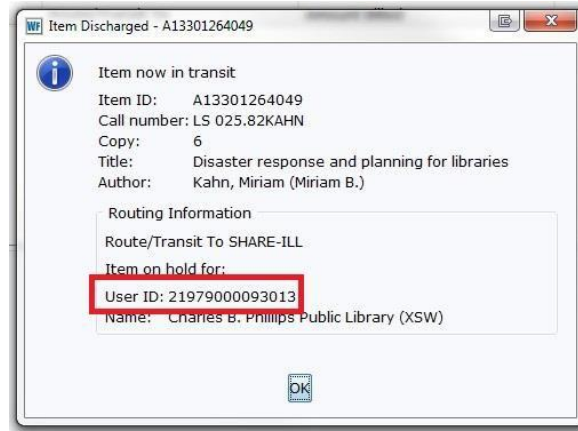
This procedure should also be followed for RSA member libraries who are in the process of automating and are not yet ready for their patrons to place holds directly.

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 the [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-ILL requests you must use the SHARE-ILL account, not the D1500 account for that library.** The account number is found in User Search, on discharge, or Onshelf Items.

Share-ILL User Search:

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

Share-ILL account information from discharge:



Share-ILL 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.