

Member Library ILL Copy Requests

Last Updated: May 25, 2023

Copy Requests are ILL requests for (1) a copy of an article from a periodical or journal, (2) a copy of a chapter of a book, or (3) a specific set of pages from a book.

Copy Requests are submitted through WorldShare ILL and are managed by USL similarly to Loan Requests that are submitted by your library.

For questions about Copy Requests, please contact the USL Interlibrary Loan Librarian:
Sarah Pitkin, ill@utah.gov or 801-715-6738.

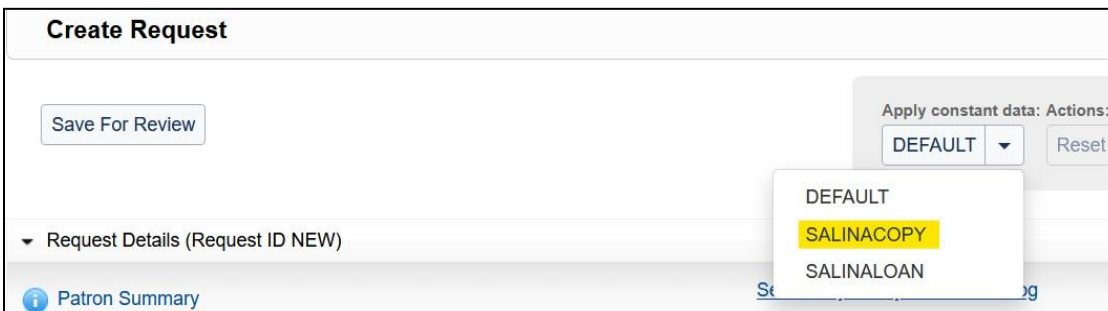
Create an ILL Copy Request

- On your library's WorldShare ILL homepage, click on **New Request**.



The screenshot shows the WorldShare ILL homepage navigation menu. The 'Interlibrary Loan' tab is selected. The 'New Request' button is highlighted in yellow. The 'Borrowing Requests' link is also visible. The user is identified as 'UTAH STATE LIBR DIV (Member)' and is on the 'Interlibrary Loan Home' page.

- Apply Constant Data** to the request by choosing the option with your library name that ends in **COPY** from the drop-down menu. This adds your library's name and address to the request, and automatically fills in the **Need Before** date.



The screenshot shows the 'Create Request' form. The 'Save For Review' button is visible. The 'Request Details (Request ID NEW)' section is expanded. The 'Apply constant data: Actions:' dropdown menu is open, showing the 'SALINACOPY' option highlighted in yellow. The 'Patron Summary' link is also visible.

(1) Enter fields for an [Article Request](#) from a Periodical or Journal:

- **Title / Journal**
- **ISSN** if you have it.
If not, leave the field blank.
- **DOI** if you have it, but it is not required.
- **Type** will auto-fill as Copy.
- Select the **Format** as Periodical/Article.

Request Details (Request ID NEW)	
 Patron Summary	
Title / Journal	The Reference Librarian
Uniform Title	
Author	
Publisher	
ISBN	
ISSN	0276-3877
OCLC	
DOI	doi.org/10.1080/02763877.2022.2140742
PMID	
Dissertation	
Series	
Type	Copy ▾
Format	Periodical/Article ▾

- **Article Title.**
- **Article Author(s).**
- **Volume.**
- **Issue/No.**
- **Issue Date.**
- **Pages** to be copied.

Article Title	High Impact at Low Cost
Article Author	Murphy, Greg; Plann-Curley, Brendan
Volume	63
Issue/No	4
Issue Date	2022
Pages	144-162
Need Before	01/20/2023
Verification	WS-ILL

(2) Enter fields for a copy of a [Chapter from a Book](#) or (3) a specific set of [Pages from a Book](#).

- **Title** of the book.

- **Author(s)** of the book.

Request Details (Request ID NEW)

Patron Summary

Title / Journal	Library and information center management
Uniform Title	
Author	Moran, Barbara B.
Publisher	

- **Type** will auto-fill as Copy.

- Choose the **Format** to be Book.

Type	Copy ▼
Format	Book ▼
Language	English (eng) ✕ ▼

- In the **Article Title** field, enter the Chapter(s) or Title of Chapter(s), or leave blank if the request is for a specific set of pages to be copied.

- Enter the **Page Numbers** to be copied.

Article Title	Chapter 1 and Chapter 2
Article Author	
Volume	
Issue/No	
Issue Date	
Pages	1-25
Need Before	10/29/2022
Verification	WS-ILL

- Enter any **Patron Information** (at the bottom of the request) that would be helpful in identifying your patron (and might include an email address to send the copy).
- Submit the Request by clicking on [Save for Review](#) at the top of the request to send it to the USL ILL queue.

Interlibrary Loan	Admin
Interlibrary Loan Home New Request Borrowing Requests Off-System Requests	UTAH STATE LIBR DIV (Member) Create Request Save For Review

Retrieve a Requested Copy

- A Copy Request that has been filled will appear as an **AE Alert** on the ILL homepage.

Search for requests

Request ID ▼

☒ Active Requests ☐ Closed Requests

Go

Quick Links

Borrowing:

AE Alert (1)

[Produced \(4\)](#)

[In Transit \(4\)](#)

Received

[Renewal Approved \(6\)](#)

[Overdue \(1\)](#)

Returned

Lending:

Supplied

Returned

Other:

[OCLC Policies Directory](#)

[OCLC Service Configuration](#)

[OCLC Usage Statistics](#)

[OCLC Article Exchange](#)

[Resource Sharing News](#)

[WS ILL Training Resources](#)

[OCLC Community Center](#)

- Click on this link to open the list. Click on the [Title](#) or [ILL number](#) to open the request.

Results 1 - 1 of 1

Rows 20 ▼

ID	Media Type	Title	Patron	Lender	Date Requested	Shipped Date
216374721		Ecology.	Teresa Tackman	UUS	11/14/2022	11/15/2022

Results 1 - 1 of 1

Rows 20 ▼

- Click on the **Preview** button.

Patron Summary

Source WSILL

Status In Transit

Lenders *UUS, UUA, UBY, ABC, TYC, ASU, EXB, AMU, FCM, GPM, AAU, GBC, XUN, UAF, FSC

URL Type Article Exchange ▼

URL

[OCLC Article Exchange](#) **Preview** **Cancel**

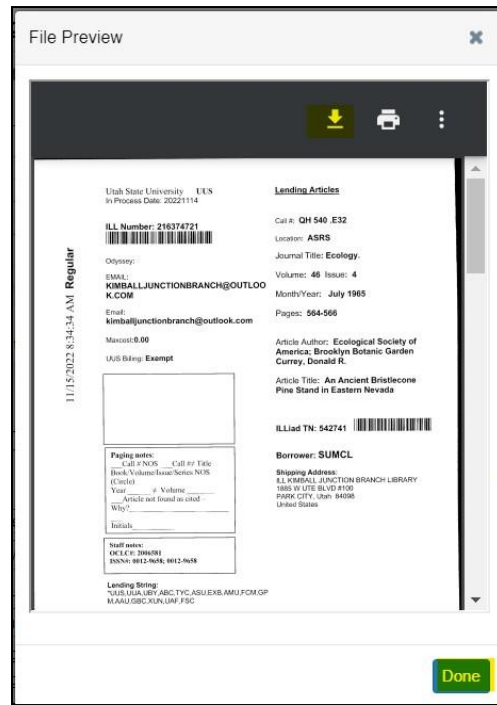
Password

Journal Ecology.

Uniform Title Ecology (Brooklyn, New York, N.Y.)

Author Ecological Society of America; Brooklyn Botanic Garden

- A **File Preview** window opens.
- **Download** the file and save.
- Press **Done** when you are done downloading and saving the file.



Deliver an ILL Copy Request

- Deliver the file to your patron via email, or print a copy.
- Click **Mark as Received** to close to request.

 A screenshot of a web interface for managing ILL requests. The header shows 'SUMCL - Kimball Junction Branch, Summit County Library' and 'ULC Reg ID: 66107'. Below the header, it says '216374721: Ecology.' and has links for 'Previous Request' and 'Next Request'. A section titled 'Did you receive this item?' contains a 'Date received:' field with '11/23/2022' and a checkbox for 'Print Book Straps/Stickers'. At the bottom left are two buttons: 'Mark as received' (highlighted in yellow) and 'Not Received'. At the bottom right is an 'Actions:' section with buttons for 'Note', 'Save', 'Reset', 'Email', and 'Print Now'.

- If a Copy Request cannot be filled, USL will send an email (from ill@utah.gov) to let your library know that the request cannot be filled. Then the request will be **Closed(Cancelled)**.

For questions about WorldShare ILL, please contact:



Sarah Pitkin
 Interlibrary Loan Librarian
 State Library Division | 801.715.6738
spitkin@utah.gov or ill@utah.gov