



Submitting An ILL Request from a Blank Interlibrary Form

1. To enter an interlibrary loan request for which no bibliographic record was found in the virtual catalog:
 - a. Click on the “ILL Options” link;
 - b. Choose “Blank Request Form”;

The screenshot shows the JerseyCat library catalog interface. At the top, there is a navigation bar with links for Staff Menu, Sign Out, Keyword Search, Browse, Advanced Search, and Help?. Below this, the search results for "holocaust" are displayed, showing one result from the New Jersey State Union Catalog. The result details include the format (Book), system number (ocm33897413), LCCN (95050615), ISBN (0231101244), author (Lazare, Lucien), title (Rescue as resistance : how Jewish organizations fought the Holocaust in France / Lucien Lazare ; translated by Jeffrey M. Green.), and publisher (Columbia University Press). A "Request This Item" button is visible next to the format information. On the left side, there is a sidebar with "ILL Options" expanded, showing "Blank Request" as the selected option.

Blank Request	Add to Cart	View Cart	Print	Help?
<input type="checkbox"/> ILL Options	Format Book	<input type="button" value="Request This Item"/>		
<input type="checkbox"/> Blank Request	System Nbr.: ocm33897413			
<input type="checkbox"/> Request this item	LCCN: 95050615			
<input type="checkbox"/> SSS Request	ISBN: 0231101244 (cloth : alk. paper)			
<input type="checkbox"/> CAT Options	Author: Lazare, Lucien.			
	Title: Rescue as resistance : how Jewish organizations fought the Holocaust in France / Lucien Lazare ; translated by Jeffrey M. Green.			
	Publisher: Columbia University Press			

2. The form below will display.

ILL REQUEST FORM Submit Reset Close Help

Fields identified by *Red Color must be filled in.

Request Date: 12/16/2003

Request Type: Returnable (loan)

Material Type: Book

Format: None of the Below

*Title:

Author :

Publisher:

Date:

ISBN:

ISSN:

AGCN:

OCLC Number:

Lender List: (*library,days,call number)

Patron Information:

*Patron Name:

3. Red fields are required fields; however, as much information as possible should be entered about the item. After information is entered, click on the “Submit” button.

⚡ **NOTE:** You will need a lender in the Lender List before submitting the request. If you are adding the JerseyCat+ see the next page.



Adding JerseyCat+ to a Request

1. After searching and finding the item being requested, click on the “Request this Item.”

ILL REQUEST FORM Submit Reset Close Help

Publisher: Columbia University Press
Date: c1996.
ISBN: 0231101244 (cloth : alk. paper)
ISSN:
AGCN: NJSL_UDB:1223
OCLC Number: 33897413

Lender List: (*library,days,call number)

QDT, 4, 944.004924 I
BHP, 4, 940.5318 LAZ
SVHS, 4, 944.004 I

Patron Information:

***Patron Name:**
Library Card Number:
Need By:
Address:
(Only one of the 3 fields below is required)
***Phone:**
***Fax:**

Type “NJAC, 30,” as the last location in your Lender List

3. After clicking on Send Request, a request form will appear. The request form will contain the bibliographic data from the selected bibliographic record and a suggested lending string for the request based on your preferred lenders list in the Union Catalog.

ILL REQUEST FORM

Fields identified by **Red Color** must be filled in.

Type of Request: Borrow

Title: The young adventurer's guide to Everest : from avalanche to zopkiok

Author : Chester, Jonathan.

Publisher: Tricycle Press

Date: c2002.

Accession Number: 104722

Lender List: (**library**,days,call number)

HPPL,4,J 796.52 CH
WPPL,4,J 796.52 CHE
NJAC,30

Patron Information:

Patron Name:

Library Card Number:

Need By: No Deadline

Add JerseyCat+ here

4. Fill in the required patron information then add the Access Center to the Lender List Field box. This is done by typing NJAC,30, at the bottom of the lender list. Click on the "Submit" button.