






Clifton Public Library Process Guide 2: Request Interlibrary Loan To Request a Title Through the Interlibrary Loan Service:

1. Search the LINC catalog (see Process Guide 1 for specific instructions on performing a basic search).
2. Select the title you wish to request from the list. This will bring up a detailed record of the item, including:
 - a. A detailed description of the item
 - b. Locations where the item is held
 - c. Status of each item (i.e., if the item is on shelf, checked out, etc.)
3. Click the button **Request Any Copy**.
4. Enter your Patron Barcode # (see your library card).
5. Enter your Pin # (the last four digits of your personal phone number).
6. Click the **Login** button.
7. A request screen allows you to choose a pickup location. The default is **Clifton Public Library**. The screen also shows your queue number, which is the order your request will be filled (the higher the number, the longer the likely wait for the item to be delivered).
8. Click the **Request** button.
9. A confirmation screen appears, verifying your request status. At this point you may log out and return to searching, or you may stay logged in and continue searching. Choosing the former will drop your login information, choosing the later will allow you to skip steps 4-6 for the next title you wish to request.

Point to Ponder While Searching:

-  There can be more than one version of a title. In other words, a title may have a hard cover version, a trade paperback version, a mass market paperback version, an audio book version, a video version, and a DVD version. Look through all of the records to make certain you have found the one you intend to request.
-  The detailed record for each item will list the number of copies available, and the number of requests against those copies. A higher number of requests means that the item will take longer to arrive.
-  In titles with multiple versions, try to find the copy that has the most copies available with the least requests to receive your item more quickly. For example, a large print version of a popular new title may have far fewer requests than the standard print version.