How do I search for and create an article request?

Last updated: Wed, 24 Apr 2019 20:24:10 GMT

Applies to

- WorldShare Interlibrary Loan
- Tipasa

Answer

1. Open Discover Items and search for the **Journal title** NOT the article title.

2. After you locate the journal you will have a list of libraries to choose from.

3. Find the year the article was published.

4. Check the **Holdings** listed for each library and select the libraries that own the year you need.

5. Click the **Supplier** (libraries) you want to add to the Lender string then click "Create Request" button to create the request.

6. On the Request fill in the **Article title, Article Author, Volume, Issue, Date, and Pages** fields add your patron information and click the "Send Request" button.