

welcome  
to

An illustration of a stack of books. The stack consists of several books with different colored covers: brown, red, blue, purple, and pink. One book with a red cover is standing upright to the left of the stack.

# Interlibrary Loan

**There's a new system in town:**

*and it's called*

TIPASA

**In contrast to Illiad, Tipasa is a cloud based system that allows ILL staff to access the program from any desk.**

**A benefit to the patrons is their library log-in and their ILL log-in are now one and the same.**

**DON'T  
PANIC**

# IT'S SIMPLE!

**To place an Interlibrary loan request,  
you will need:**

**Library Card Number**

**PIN Number**

**Title of desired item**

# How do we get there?



You can get to **Interlibrary Loan** several ways.

1

From the PAC  
homepage:

**Click here!**

The screenshot shows the City of Lincoln Libraries website. The top navigation bar includes links for Log In, My Account, My Lists, Send a Suggestion, and Select Language. The main navigation bar features a search bar and a dropdown menu for 'Everything' and 'All Fields'. The left sidebar contains a 'New Items' section with links for Coming Soon, Adult Books, Children's Books, Young Adult Books, DVDs, and Books on CD. Below this is a 'Using the Catalog' section with links for My Account, Ask a Librarian, Online Resources (In the library, Off-site), Suggest a Title, Interlibrary Loan (circled in red), and Reserve a Computer. The main content area displays a featured book, 'HELLO STRANGER' by Katherine Center, with a 'Find in My Library' button. The right sidebar includes a 'Register for an eCard' section and a 'Library Events' section.



# From the homescreen:



The screenshot shows the Lincoln City Libraries website. At the top, there is a banner for the "All Together Now" Summer Reading Challenge. Below this is the "CITY OF LINCOLN LIBRARIES" logo and social media icons. A search bar is present, with "Library Catalog" selected. The navigation menu includes "Cards & Accounts", "Locations & Hours", "About", "Our Collections", "Uniquely Ours", "Resources", "Events", and "Kids & Teens". The "Resources" dropdown menu is open, listing various services. A red circle highlights the "Resources" menu and the "Library Catalog" selection. The task instruction "Choose resources, then Interlibrary Loan" is overlaid on the page.

**Choose resources,  
then Interlibrary Loan**

- Online Resources (Databases)
- Reference Services
- Ask a Librarian
- Interlibrary Loan Accounts
- Reserve a Computer
- Tech Time (tech assistance)
- Our Apps
- 3D Printing
- Beanstack
- Meeting Rooms

## Online Resources (Library Access)



[Submit Interlibrary Loan requests here](#)

Please see [this page](#) before submitting Interlibrary Loan requests for the first time.

Please see the updates to our [Interlibrary Loan Terms of Use](#), effective April 1, 2023.

Access to the resources below is automatic from most computers located within Lincoln City Libraries facilities (including personal laptops using the Library's WiFi).

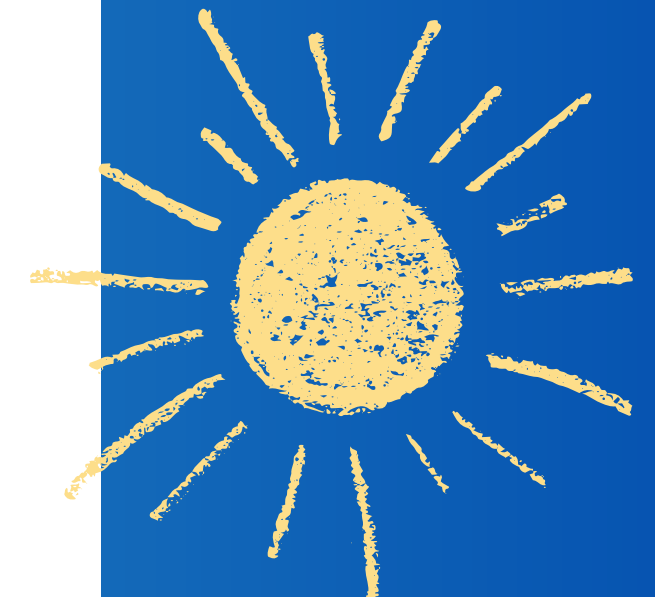
Unless otherwise noted, [off-site access](#) is also available for Lincoln City Libraries cardholders; contact Library staff for login information.



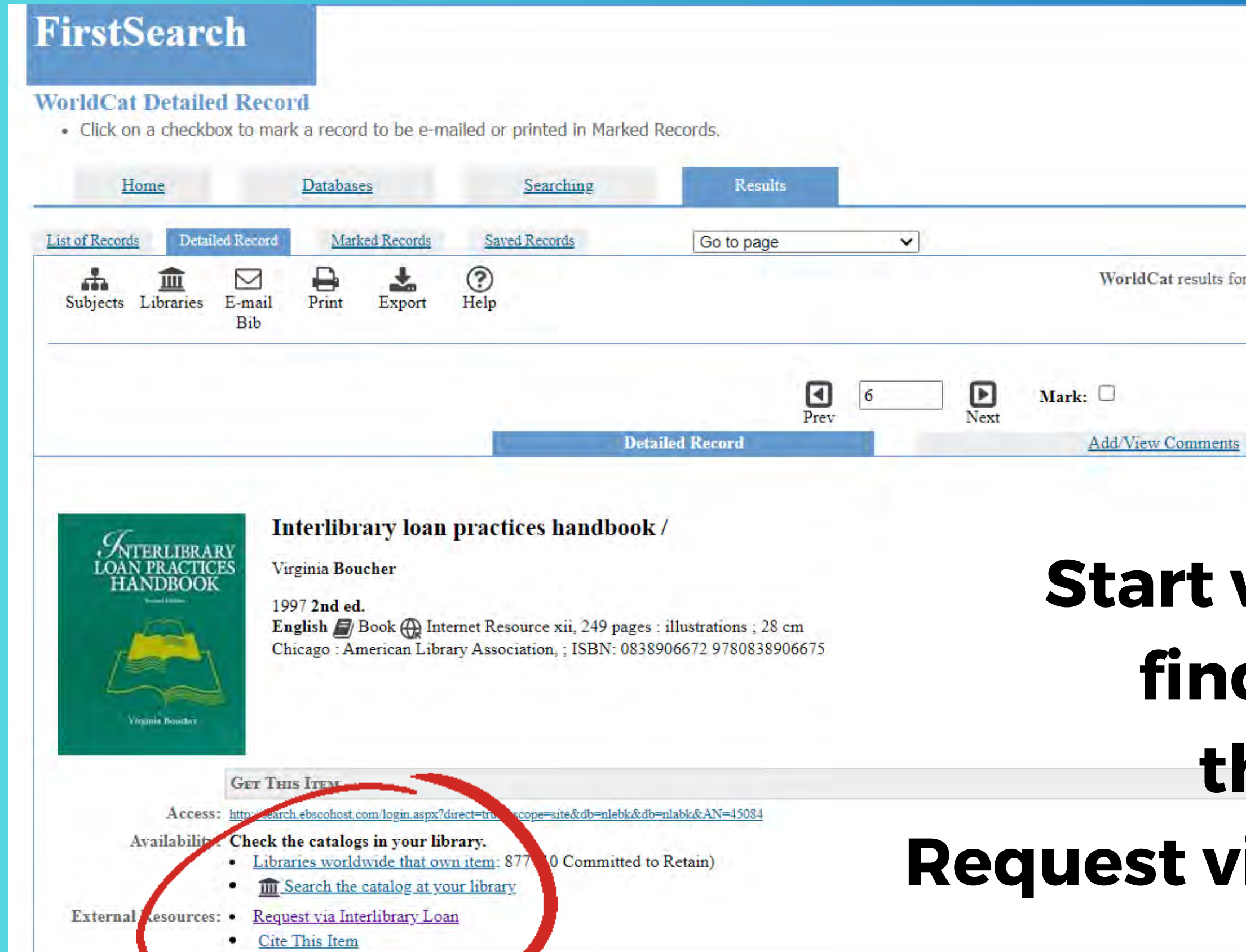
Resources marked with this icon can also be accessed through [these Android and iPhone apps!](#)



**From online resources:**



# From WorldCat:



**FirstSearch**  
WorldCat Detailed Record

• Click on a checkbox to mark a record to be e-mailed or printed in Marked Records.

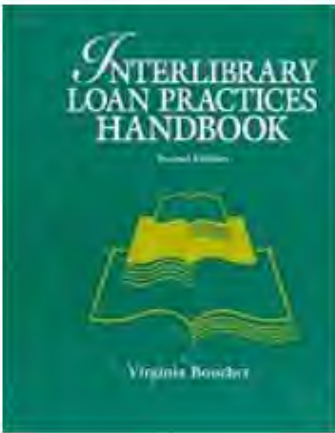
Home Databases Searching **Results**

List of Records **Detailed Record** Marked Records Saved Records Go to page [v]

Subjects Libraries E-mail Bib Print Export Help WorldCat results for:

Prev 6 Next Mark:

**Detailed Record** Add/View Comments

 **Interlibrary loan practices handbook /**  
Virginia Boucher  
1997 2nd ed.  
English Book Internet Resource xii, 249 pages : illustrations ; 28 cm  
Chicago : American Library Association, ; ISBN: 0838906672 9780838906675

**GET THIS ITEM**

Access: <http://search.ebscohost.com/login.aspx?direct=true&scope=site&db=nlebk&db=nlabk&AN=45084>

Availability: **Check the catalogs in your library.**

- [Libraries worldwide that own item:](#) 877 (10 Committed to Retain)
- [Search the catalog at your library](#)

External resources: • [Request via Interlibrary Loan](#)

- [Cite This Item](#)



**Start with WorldCat,  
find your item,  
then select**

**Request via Interlibrary Loan**

< View requests

Create request: Article **Book** Media

\* Required field

About my item

Title: \*  
Interlibrary loan practices handbook 36/500

Author: \*  
Virginia Boucher, Virginia Boucher

Publisher: American Library Association 28/100

Place of Publication: Chicago

First Name: \*  
6/100

Last Name: \*  
6/100

Library Card Number: \*  
14/100

E-mail Address: (if no e-mail contact ILL staff) \*  
21/100

Mobile Phone: 0/100

Pickup Location: \*  
Bennett Martin

**Submit request** Cancel

**The great thing about starting with WorldCat is your fields will be automatically populated; saving your friendly ILL staff from further research\***

\*Not every every time, but most times.

**Click Submit Request and wait in joyous anticipation of the item coming your way!**

# But . . .



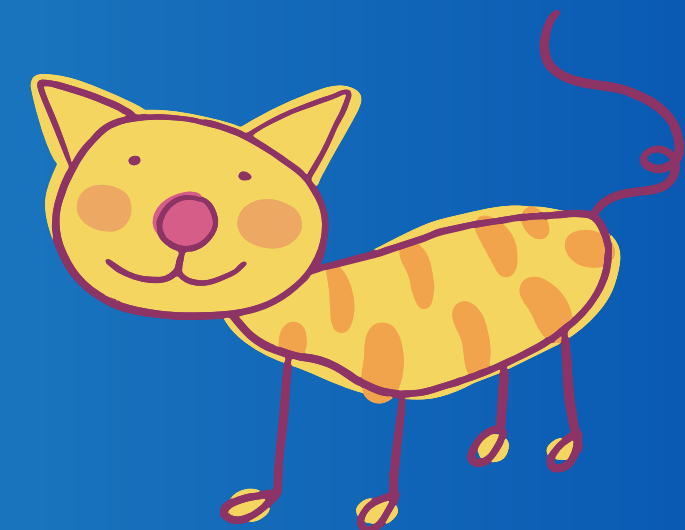
**maybe you aren't familiar with searching on WorldCat**

**or maybe you are missing some information on your  
item and you need some help from ILL staff.**

## **Never fear!**

## **We are here to help!**

More details  
ahead!



# Step One: Log in to your Interlibrary Loan account

*Please enter your complete Library card number (8 or 14 digits, no spaces),*

*Please enter your PIN:*

Login

**Remember  
the ways to  
get here?**

**Note to staff:**  
**You** can do this for patrons but they will need to  
share their PIN with you

# You have now opened the User Portal

The screenshot displays the Lincoln City Libraries user portal interface. At the top left, the logo 'Lincoln City Libraries' is visible. A search bar is located at the top center, and 'My account' with a dropdown arrow is at the top right. Below the search bar, there are links for 'Advanced search' and 'Resources' with a dropdown arrow. On the right side of this section, there are links for 'Search history' and the user's name 'Carrie Knapp' with a profile icon. The main content area has three tabs: 'Requests' (which is selected and underlined), 'Search activity', and 'Profile'. Below the tabs is a table with three columns: 'Title', 'Submitted date', and 'Status'. In the 'Status' column, there is a blue button labeled 'Create request', which is circled in red. At the bottom of the page, there is a message box with an information icon and the text 'You have no requested items.'

Click on **Create Request:**





[View requests](#)

Create request:

Article

Book

Media

\* Required field

About my item

Journal Title: \*

0/500

Date: \*

0/100

Volume:

0/100

Issue/Number:

0/100

Page Numbers:

0/100

Title of article: \*

0/500

Author of article:

0/500

ISSN:

0/100

For most cases, you will want to click on the **BOOK** request tab

Fill out the request form with as many details as you can.

Lincoln City Libraries  My account ▾

Advanced search Resources ▾ Search history

Carrie Knapp

[< View requests](#)

Create request: Article **Book** Media

\* Required field

About my item

Title: \*  14/500

Author: \*  26/500

Publisher:  0/100

Place of Publication:  0/100

Date:  0/100

ISBN:  0/100

About my request

Needed before (yyyymmdd):  0/500

Comments:  0/500

My address and contact information

First Name: \*  6/100

Last Name: \*  5/100

Library Card Number: \*  14/100

E-mail Address: (if no e-mail contact ILL staff) \*  21/100

1

If you need an item before a specific date, be sure to fill out this field.

2

Enter an email address so you'll be notified when the item arrives! \*

The screenshot shows a library request form with several fields. An orange circle highlights the 'About my request' section, specifically the 'Needed before (yyyyymmdd):' field which contains a date picker icon and the placeholder 'mm / dd / yyyy'. A red circle highlights the 'E-mail Address: (if no e-mail contact ILL staff) \*' field, which is currently blank. Other fields include 'Date:', 'ISBN:', 'Comments:', 'First Name: \*', 'Last Name: \*', 'Library Card Number: \*', 'Mobile Phone:', and 'Pickup Location: \*'. At the bottom are 'Submit request' and 'Cancel' buttons.

**\*Note to staff: If patron does not have an email, please fill out this blank with [ill@lincoln.ne.gov](mailto:ill@lincoln.ne.gov) -- so staff gets the alert to follow up with the patron when the item arrives.**

3

Choose location for pickup

4


Be sure to click SUBMIT REQUEST!!

0/100

Date:  0/100

ISBN:  0/100

About my request

Needed before (yyyyymmdd):   0/100

Comments:  0/500

My address and contact information

First Name: \*  6/100

Last Name: \*  5/100

Library Card Number: \*  14/100

E-mail Address: (if no e-mail contact ILL staff) \*  21/100

Mobile Phone:  0/100

Pickup Location: \*

**\*Note to staff: Unfortunately it seems that the first request from users somehow defaults to BMPL. We are trying to get that fixed.**



Requests

Search activity

Profile

Title

Submitted date

Status

Select all

Cancel requests

Create request

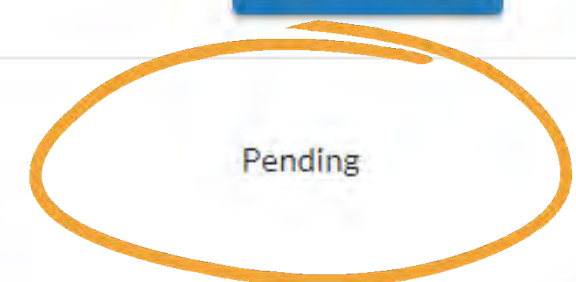


Interlibrary loan practices handbook  
Virginia Boucher, Virginia Boucher  
Chicago : American Library Association,  
1997

07/29/2023

[Request details: 220764804](#)

Pending



Language:

English



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[Accessibility statement](#)

[ISO 27001 certificate](#)

Resources

[Advanced search](#)

[Library Home Page](#)

[Search history](#)

My account

[Requests](#)

[Search activity](#)

[Saved searches](#)

[Saved items](#)

[Saved lists](#)

[Profile](#)

[Sign out](#)

Once the request has been created, it will appear in the patron's request list.

# What's your status?

## PENDING

Item is  
being reviewed  
by LCL staff

## SUBMITTED

Item has been reviewed by  
LCL staff and a request has  
been sent to other libraries  
asking if they would loan  
the item.

## UNDER CONSIDERATION

Item is being reviewed  
by staff at other libraries

## IN TRANSIT

Another library has accepted  
the request and is in the  
process of packaging and  
mailing the item. Item could  
still be at that library or in the  
mailstream.

## RECEIVED

Item has been received at  
Lincoln City Libraries.  
LCL staff will bill patron for  
the item and then send it to  
appropriate branches for  
distribution.

# I've been cancelled!

Top ten reasons your item has been cancelled.

1. The item isn't available from any of our lenders.
2. The item is only available from outside of the U.S.
3. The item is too new to loan.
4. The item is owned by Lincoln City Libraries.
5. Wait, that's only four.
6. I'm sure there will be more later.

# I've been cancelled!

Top ten reasons your item has been cancelled.

1. The item isn't available from any of our lenders.

**\*Note to staff: If an item is cancelled, the patron will receive an email that describes the reason.**

**This is why it's so important that patrons have an email for notifications!**

6. I'm sure there will be more later.





Ready to get  
fancy?

Let's start our search on

WorldCat

# How to get to WorldCat?



Access WorldCat by Clicking through  
Resources>>On-line Resources>>Access inside the Library

Website  Library Catalog

- Cards & Accounts ▾
- Locations & Hours ▾
- About ▾
- Our Collections ▾
- Uniquely Ours ▾
- Resources ▾
- Events ▾
- Kids & Teens ▾



- Online Resources (Databases)
  - Access inside the Library
  - Access from outside the Library
  - Troubleshooting Off-site Access
- Reference Services
- Ask a Librarian
- Interlibrary Loan Accounts
- Reserve a Computer
- Tech Time (tech assistance)
- Our Apps
- Mobile Printing at Your Library
- 3D Printing



or on the homepage

CITY OF LINCOLN Libraries NEBRASKA

Log In | My Account | My Lists | Send a Suggestion | Select Language

Everything All Fields SEARCH Advanced Search

New Items

- Coming Soon
- Adult Books
- Children's Books
- Young Adult Books
- DVDs
- Books on CD

Using the Catalog

My Account

Ask a Librarian

Online Resources

- In the library
- Off-site

Suggest a Title

Interlibrary Loan

- About Interlibrary Loan

Reserve a Computer

New York Times Best-Seller Lists - Hardcover Fiction

Title: **OBSESSED'S FOOL**  
Author: ~~Richard Patterson~~ and James O. Born  
ISBN: 9780396399696  
Rank (Last Week): 13 (NO) Ranked

Find In My Library

Featured Resource

Register for an eCard

Applying online for an eCard will provide instant access to our online resources and digital materials. This temporary card will be good for 60 days.

If you already have a Lincoln City Libraries account, you do not need an eCard. **More information on our eCards is available here.**

eCard

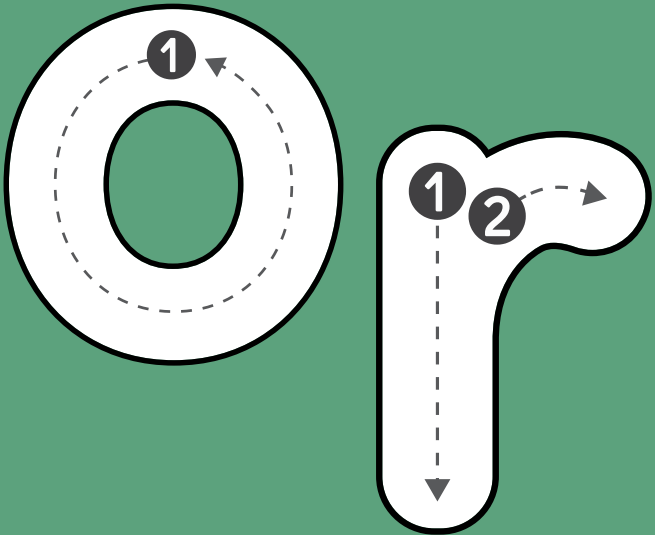
Library Events

Access our catalog with Libroad NK

**By Category**


*An alphabetical list of all resources is available below.*


-  **General Information resources**  
▼ Show / hide resources
-  **Arts, Music & Entertainment resources**  
▼ Show / hide resources
-  **Automotive Information**  
▼ Show / hide resources
-  **Books & literature resources**  
▼ Show / hide resources
-  **Business, Consumer & Employment resources**  
▼ Show / hide resources



**Small Business Reference Center**  
Information on small business and entrepreneurial subject areas, including how to create business plans. [More info](#)

**Teacher Reference Center**  
Information for teachers and professional educators. [More info](#)

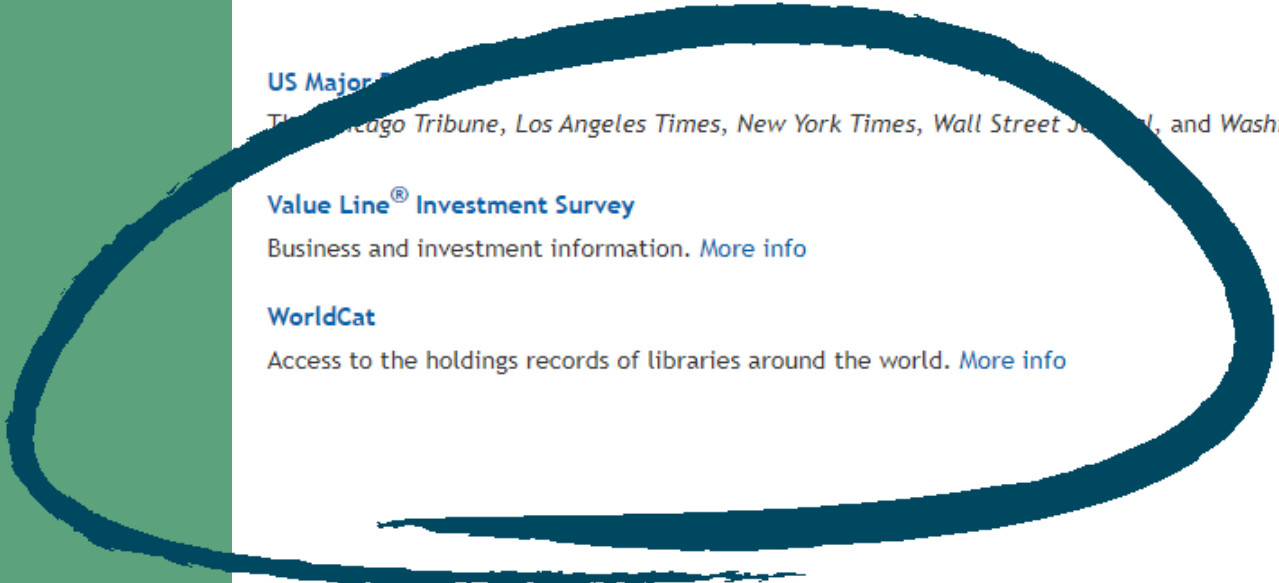
**Transparent Language Online**  
Lessons in foreign languages, plus English for speakers of other languages. [More info](#)  
**Please see this important information about changes effective April 21, 2021.**  
 *A mobile app for Apple and Android devices is available for this resource; please see [this information](#)*

**TumbleBook Library**  
Animated, talking picture books and other e-Books for kids. [More info](#)  
 *A mobile app for Apple and Android devices is available for this resource.*

**US Major Newspapers**  
The *Chicago Tribune*, *Los Angeles Times*, *New York Times*, *Wall Street Journal*, and *Washington Post*. [More info](#)

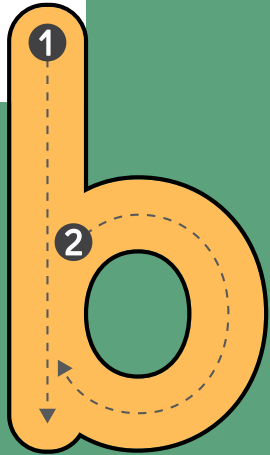
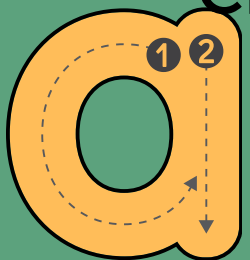
**Value Line® Investment Survey**  
Business and investment information. [More info](#)

**WorldCat**  
Access to the holdings records of libraries around the world. [More info](#)



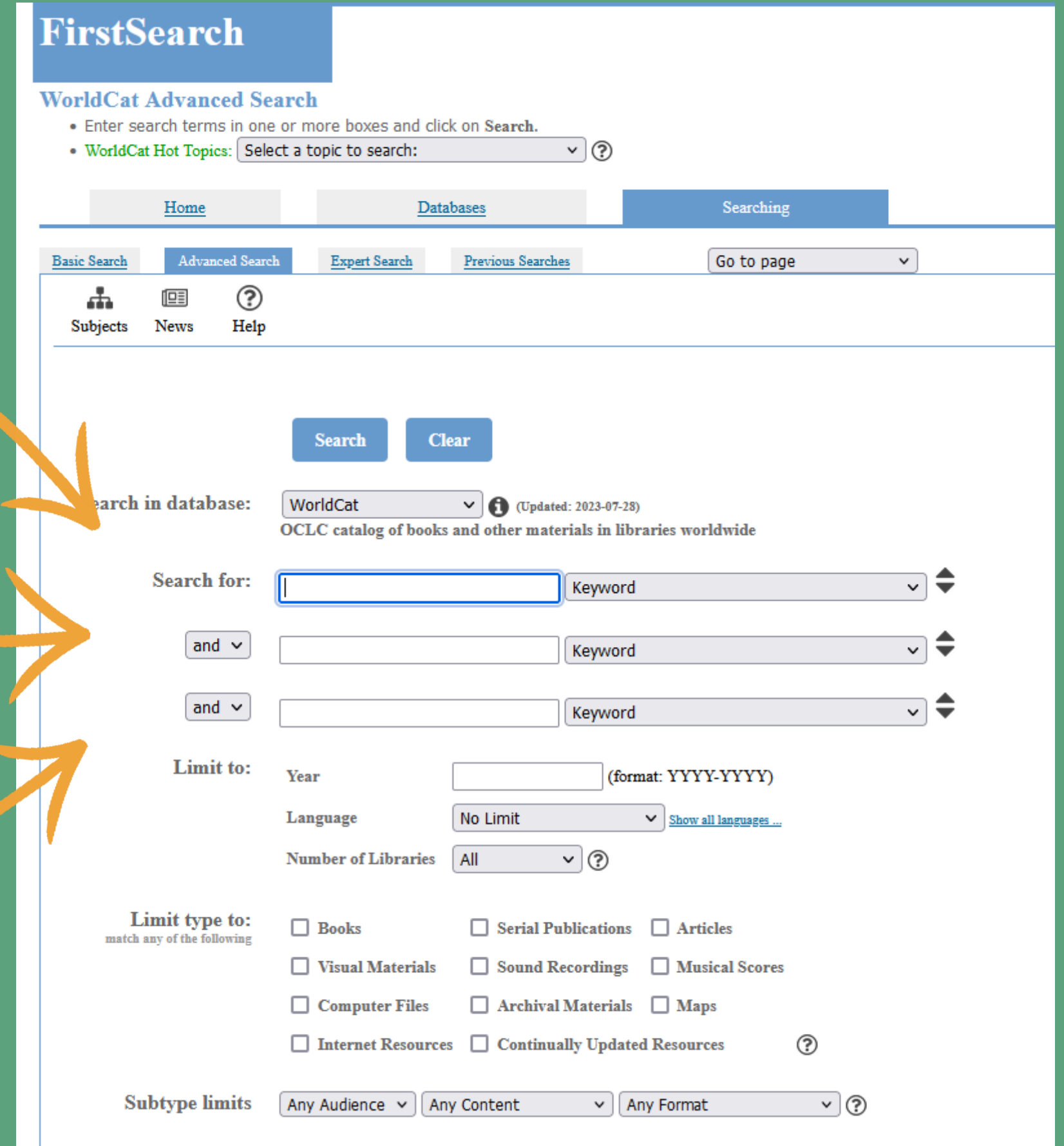
Choose books and resources

Scroll all the way to the bottom



**Continue making your way to WorldCat**

# Fill out the FirstSearch form



**FirstSearch**

**WorldCat Advanced Search**

- Enter search terms in one or more boxes and click on **Search**.
- **WorldCat Hot Topics:** Select a topic to search:

[Home](#) [Databases](#) [Searching](#)

[Basic Search](#) [Advanced Search](#) [Expert Search](#) [Previous Searches](#)

[Subjects](#) [News](#) [Help](#)

Search in database:  (Updated: 2023-07-28)  
OCLC catalog of books and other materials in libraries worldwide

Search for:

**Limit to:**

Year  (format: YYYY-YYYY)

Language  [Show all languages...](#)

Number of Libraries

**Limit type to:**  
match any of the following

Books  Serial Publications  Articles  
 Visual Materials  Sound Recordings  Musical Scores  
 Computer Files  Archival Materials  Maps  
 Internet Resources  Continually Updated Resources


**Subtype limits**


Search in database:


WorldCat  (Updated: 2023-07-28)


OCLC catalog of books and other materials in libraries worldwide


Search for:

Keyword 

and 

Keyword 

and 

Keyword 


Limit to:

Year  (format: YYYY-YYYY)


Language  [Show all languages...](#)

Number of Libraries  


Limit type to:  
match any of the following

- Books
- Serial Publications
- Articles
- Visual Materials
- Sound Recordings
- Musical Scores
- Computer Files
- Archival Materials
- Maps
- Internet Resources
- Continually Updated Resources 

Subtype limits




Limit availability to:  
match any of the following

- Items in my library (NLN, LINCOLN CITY LIBRS) 
- Shared print commitments only

Library Code  [Find codes...](#)

Rank by



Choose the type of material

Click search!

## WorldCat List of Records

- Click on a title to see the detailed record.
- Click on a checkbox to mark a record to be e-mailed or printed in Marked Records.
- WorldCat Hot Topics:  ?

[Home](#)

[Databases](#)

[Searching](#)

[Results](#)

[List of Records](#)

[Detailed Record](#)

[Marked Records](#)

[Saved Records](#)

Go to page

▼

- Sort
- Related Subjects
- Related Authors
- Limit
- E-mail Bib
- Print
- Export
- Help

Limit results:  ▼

- [Interlibrary loan practices handbook /](#)  
Author: Boucher, Virginia, 1929- Publication: Chicago : American Library Association, 1997  
Document: English : Book Internet Resource  
[Libraries Worldwide](#): 874 (10 Committed to Retain)  
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)  
 [See more details for locating this item](#)
- [Interlibrary loan practices handbook /](#)  
Author: Weible, Cheri L.; Janke, Karen L. Publication: Chicago : American Library Association, 2011, ©2011  
Document: English : Book Internet Resource  
[Libraries Worldwide](#): 784 (3 Committed to Retain)  
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)  
 [See more details for locating this item](#)
- [Interlibrary loan practices handbook /](#)  
Author: Boucher, Virginia, 1929-  
Publication: Chicago : American Library Association, 1984  
Document: English : Book  
[Libraries Worldwide](#): 618 (14 Committed to Retain)  
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)  
 [See more details for locating this item](#)
- [Compact copyright : quick answers to common questions /](#)  
Author: Benson, Sara R., author.  
Publication: Chicago : ALA Editions, 2021, ©2021  
Document: English : Book  
[Libraries Worldwide](#): 200 (2 Committed to Retain)  
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)  
 [See more details for locating this item](#)
- [Budgeting for information access : managing the resource budget for absolute access /](#)  
Author: Martin, Murray S.; Wolf, Milton T.  
Publication: Chicago : American Library Association, 1998

**Click on the correct entry, select**

## WorldCat Detailed Record

- Click on a checkbox to mark a record to be e-mailed or printed in Marked Records.

[Home](#)

[Databases](#)

[Searching](#)

[Results](#)

[List of Records](#)

[Detailed Record](#)

[Marked Records](#)

[Saved Records](#)

Go to page

▼

- Subjects
- Libraries
- E-mail Bib
- Print
- Export
- Help



### Interlibrary loan practices handbook

Cheri L. Weible; Karen L. Janke

2011, ©2011 Third edition.  
English Book Internet Resource ix, 1  
ISBN: 9780838910818 0838910815

As consortia and other library partnerships s

#### GET THIS ITEM

Access: [http://bvtr.bib-bvb.de:8091/F?func=service&doc\\_library=...](http://bvtr.bib-bvb.de:8091/F?func=service&doc_library=...)

#### Availability:

• [Check the catalogs in your library.](#)

• [Libraries worldwide that own item:](#) 785 (3 Committed to Retain)

• [Search the catalog at your library](#)

#### External Resources:

• [Request via Interlibrary Loan](#)

• [Cite This Item](#)

#### FIND RELATED

More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)

Title: [Interlibrary loan practices handbook /](#)

Author(s): [Weible, Cheri L.](#); editor.

[Janke, Karen L.](#); editor.

Publication: Chicago : American Library Association,

Edition: Third edition.

**Check the catalogs in your library.**

• [Libraries worldwide that own item:](#) 785 (3 Committed to Retain)

• [Search the catalog at your library](#)

[Request via Interlibrary Loan](#)

[Cite This Item](#)

[Search for versions with same title and author](#)

**Interlibrary loan practices handbook**

**Request via Interlibrary Loan**





# Top of Request Form

The Interlibrary Loan Request form is automatically populated with the details of the request .

Lincoln City Libraries  Hello  
My account

Advanced search Resources Search history

Caralyn Knapp

[View requests](#)

Create request: Article **Book** Media

\* Required field

About my item

Title: \*  43/500

Author: \*  57/500

Publisher:  6/100

Place of Publication:  16/100

Date:  4/100

ISBN:  13/100

About my request

Needed before (yyyymmdd):

Comments:

Remember, if the item is needed by a certain date -- fill in this box. **Note: Request will automatically be cancelled if not filled by this date.**



4/100 15/100

About my request

Needed before (yyyymmdd):

mm/dd/yyyy

Comments:

0/500

My address and contact information

First Name: \*

7/100

Last Name: \*

5/100

Library Card Number: \*

14/100

E-mail Address: (if no e-mail contact ILL staff) \*

21/100

Mobile Phone:

0/100

Pickup Location: \*

Bennett Martin

Submit request Cancel

Bottom of Request Form

Fill in the rest of the request information.

4/100 15/100

About my request

Needed before (yyyymmdd):  0/10

Comments:  0/500

My address and contact information

First Name: \*  7/100

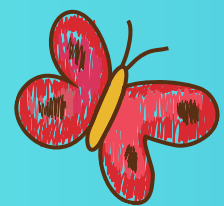
Last Name: \*  5/100

Library Card Number: \*  14/100

E-mail Address: (if no e-mail contact ILL staff) \*  21/100

Mobile Phone:  0/100

Pickup Location: \*  ▼



Bottom of Request Form


Click  
Submit request.



The ILL staff will  
take it from there.

4/100 15/100

About my request

Needed before (yyyymmdd):  
 

Comments:  
  
0/500

My address and contact information

First Name: \*  
  
7/100

Last Name: \*  
  
5/100

Library Card Number: \*  
  
14/100

E-mail Address: (if no e-mail contact ILL staff) \*  
  
21/100

Mobile Phone:  
  
0/100

Pickup Location: \*

Bottom of Request Form

# What happens next?

ILL staff will access the Tipasa database to find libraries willing to lend the item.

It could take a few days or a few weeks for the item to be supplied, depending on availability.

Patron will be notified by email when the item arrives.

Patron will also get a notification through Workflows, by text/phone/email, letting them know that their account has been charged \$3.50.



If the item is cancelled, the patron will get an email telling them the reason for cancellation.



If the patron does not have an email,  
ILL staff will contact the patron.

**\*Note to staff: If patron does not have an email, please fill out this blank with [ill@lincoln.ne.gov](mailto:ill@lincoln.ne.gov) -- so staff gets the alert to follow up with the patron when the item arrives or the reason for cancellation.**

## **TLDR:**

- 1. Open ILL account.**
- 2. Open Worldcat.**
- 3. Choose item.**
- 4. Select Request Via  
Interlibrary Loan.**
- 5. Submit.**

If you ever need help,  
send an email to  
[ILL@lincoln.ne.gov](mailto:ILL@lincoln.ne.gov)!



**Team Work Makes the  
Dream Work!**