

OCLC ILLIAD VERSION 7 REFERENCE CARD

Searching and Sending on OCLC

Searching OCLC

- Open the request you would like to search on OCLC. Review the citation and any notes from the customer.
- From the search form, click the OCLC button or hit **CTRL+O** to open the **OCLC Resource Sharing** form.
- A search was performed for you (or may still be running if you don't see any results). The search that was performed is in bold at the bottom of the form.
 - If the search resulted in many hits, you are on the **Searching** tab.
 - If the search resulted in a single hit, you are on the **Record Detail** tab.
- If you want to do additional searches, you can use the default searches or custom searches located at the bottom of the **Searching** tab.
 - **Default Searches:** You can edit each of the default searches, limit it by type of material and/or year, and hit the search button located to the right of the search.
 - **Custom Searches:** By switching to the **Custom Search** tab, you have a selection of more powerful and specific searches available to you. Type in the value and choose the type of search from the drop down list. You can select up to 3 different search values at the same time, as well as adding limits and restrictions. Multiple keywords are acceptable in each search value box.

Review Citation

- After searching, you will once again be shown a list of matching results, or you will be taken to the **Record Detail** display if you have a single matching record.
- Select the record you wish to review by double clicking on it or typing in the record number in the command line. This will also take you to the **Record Detail** display.
- From the **Record Detail** display, you can review the citation and verify that it is the record you wish to

request. The WorldCat citation is in the top left and the ILLiad citation (including any notes) is in the top right.

- You can use the **Page Up** and **Page Down** keys to move through the records if your search provided more than one hit. **Home** and **End** will take you to the first and last record, respectively.

Select Holdings

- Select your holdings choice by using the **Holdings** menu or the command line. Default Custom Holdings is **CTRL+H**. This takes you to the holdings display.
- If you chose **Custom Holdings**, a lender string will be filled out for you. If not, or if you'd like to make changes, you can add new/additional lenders by double-clicking them or typing them into the Manual Entry box. Any symbols beyond the first five will go in the Locations field on the OCLC work form.
- **Local Holdings** information will be displayed automatically for Articles. You can view the holdings with or without Local Holdings by selecting or deselecting the checkbox for **Show Local Holdings** at the bottom of the form.
- Once you are happy with your list of lenders, hit the **Create Work Form** button.

Create Work Form

- Review the information on the work form at this point. You can make changes to any of the fields and you can reapply the **Constant Data** record you want to use with the menu at the top of the screen. You do not have to save changes after making changes to the work form.
- Once you are happy with the record, hit the **Send Request** button (which is also **CTRL+I**). The form will close and you will return to the **Borrowing Search Form**. The OCLC ILL information will be available in the upper right-hand corner of the request at that point.
- Click **Request Sent** at the right side of the menu bar to change the status in ILLiad and return to the list of requests awaiting searching.