

Requesting an Interlibrary Loan: A Step-by-Step Guide

Interlibrary Loans (ILL) are the way library materials are made available from one library system to another.

If the Edmonton Public Library doesn't own an item that you'd like to borrow, our ILL team will try to have a copy sent from another library system within Alberta or Canada.

Step 1: Search the EPL catalogue at epl.ca

Perform a search by title, author, subject or ISBN at https://epl.ca



Step 2: Search the New Alberta Resource Sharing Site

If you are unable to find the material you're seeking, try searching other Alberta public library catalogues at <u>https://alberta.relaisd2d.com/?LS=AE</u>



Spread the words.

The default Search group on the left is Public Libraries – Alberta. To search academic libraries, click the dropdown menu and change the Search group to Academic Libraries – Alberta.

Format is indicated by the icons appearing on the right side of the screen (pink arrow).

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Review the results to identify the item that best meets your needs. Search results may be sorted by Relevance, Title (alphabetically) or Publication Date (green arrow).

The number of results listed per page may also be adjusted using the dropdown in the upper right corner of the screen (blue arrow).

Search results may be refined by the Date of Publication, Format, Author and Subject along the left side of the screen (purple arrow).

To view details for each result, click on the Title in blue text (red arrow).



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The availability of the item is stated after the bibliographic description (green arrow).

Step 3: To Place a Request

First, select your pickup location (purple arrow) and then click the Request link (yellow arrow).

You'll be prompted to enter your EPL barcode and PIN as follows:

Disease autor your horeads to los into the Albert
resource sharing system.
Institution: Edmonton Public Library
Login
Einer jour turmide
Enter your PIN
Login



Once your request is successfully submitted, a confirmation message will appear:

Little South by Dr	clients, Churles, 2009			B
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If you already have five active requests, the following message will appear:

Little Dorrit by Dickens, Charles 2009	
Held by : TRAC	
Publication ©2009	
Description Includes bibliographical references (pag	ye 847)
Subject(s) Marshalsea Prison (Southwark, London (England); Didactic fiction	England); Inheritance and succession; Debt, Imprisonment for; Children of prisoners; Fathers and daughters; Romance fiction; Lond
Series Barnes & Noble Library of essential read	Ing
ISBN(s) 9781435116429 (softcover)	
Physical Description book xxvi, 847 pages; 21 cm	
This item is available within Alberta	
The current request cannot be submitte	d at this time as the limit for the number of active requests currently associated with your account has been reached.
Select a pickup formation /	
Enterprise Siguare (Downtown) •	
Volumes needed (optional)	
Notes (optional)	
Request	

You will be unable to submit additional requests until one of your existing active requests has been completed or cancelled.



Step 4: Monitoring Your Requests

Access your account through the icon in the upper right corner of the Alberta Relais screen.



Enter your EPL barcode and PIN. After doing so, you'll see the option to access the My Account feature.



To see the details of any request, click on the Plus sign (red arrow). You may also export your list of requests into a .csv file by clicking on the Export link to the right just above the table (green arrow).

select which fields to include	e in the file o	f requests to export:		
dditional fields:		Fields in the file:		
Subtitle		Request Number		
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		Series title		
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The Export to csv file screen allows you to specify the required fields for export along with their order.

If you wish to cancel an existing request, click on the Plus sign (red arrow) to view the details.

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Then click on the Cancel button in the lower right corner below the detailed view (green arrow).

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Then click on Submit to cancel (pink arrow).



Use the browser refresh button ($^{\mathbb{C}}$) and Open requests will reveal an updated Status of Cancelled after a few moments.

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Step 5: Other Options

To perform an Advanced Search, click the link in the upper right corner of the screen.

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	Simple Search			
Search group Public Libraries - Alberta +	After your search tests;	۹		



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	Search group Public Libraries - Alberta -	Advanced Search			
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In addition to searching by the specified fields, Boolean functionality is available through the right side dropdowns (red arrow).

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teld by : SHORTGRASS, STRATHCONA_COUNTY, WOOD_BUFFALO	
Publication Bioomsbury Children's Book; London, Eng; 2003 Bioomsbury Children's; London; c2003 Bioomsbury Children's Book; New York; 2003	
Edition 1st U.S. ed	
Description The greedy and self-centered king of Capri has a reversal of fortune when the wind blows all of his precious things into the backyard of a kind and generous Naples washerwoman, Mrs. Jewel	
Subject(s) Fairy tales; Kings, queens, rulers, etc; Greed; Italy; Kings and rulers; Folklore	
ISBN(s) 0747555184; 1582348308 (alk. paper)	
Physical Description book [28] pages; 30 cm 1 v. (unpaged) 1 v. (unpaged); 30 cm	
This item is available within Alberta	
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(None) Y	
Volumes needed (optional)	
Notes (optional)	
Request	



If the item you require comes in multiple parts, specify the desired volumes at the time of placing your request, e.g.

The decline and fail of the Roman Empire by Gibbon, Edward 1960 Held by : CHINOOK_ARCH, SHORTGRASS, TRAC	
Publication Chatte and Windus; London; 1960 The Modern Library; New York; [1960] Harcourt, Brace; New York; 1960 Harcourt Brace; New York; 1960	
Description The original work was first published under title: The history of the decline and fall of the Roman Empire. "Bibliographical note": p. 904	
Subject(s) Rome: Byzantine Empire; Rome (Italy)	
ISBN(s) 9781599209142	
Physical Description book xvii, 924 p., 22 cm 2 volumes xvii, 924 p 924 p, 23 cm	
This item is available within Alberta	
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Volumes needed (actional) Volumes 1 & 2	
Notes (optional)	
Request	

You may also enter Notes to assist in obtaining your request (red arrow).

Step 6: Beyond Alberta Public Libraries

If you are unable to locate the desired material through Alberta's public libraries, try searching the catalogues of Alberta academic libraries through Relais.



Click the dropdown menu on the left to change the Search group to Academic Libraries – Alberta on the Simple or Advanced Search page.

Simple Search	
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Public Libraries - Alberta	
Academic Libraries - Alberta	

	Enter your peace?	Tanrow
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Enter your search terms and click Search:

Search group: Academic Libraries	Enter your search terms		
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ISBN	=		
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Review the results to identify the item that best meets your needs. Search results may be sorted by Relevance, Title (alphabetically) or Publication Date (green arrow).

The number of results listed per page may also be adjusted using the dropdown in the upper right corner of the screen (blue arrow).

Search results may be refined by the Date of Publication, Format, Author and Subject along the left side of the screen (purple arrow).

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FORMAT		Held by I NEOS.	
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Search by			
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To view details for each result, click on the Title in blue text (red arrow).

The availability of the item is stated at the bottom of the detailed description (green arrow). Even if the item is not requestable at the Alberta library listed, EPL staff can search for another possible lender.

To submit a request, first, select your pickup location (purple arrow) and then click the Submit Request link (yellow arrow).

Limit results	ьу								
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You'll be prompted to enter your EPL barcode and PIN as follows:

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Institution: E	idmonton Public Library
Errow your taxoodw	Login
Enter your PIN	
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Once your request is successfully submitted, a confirmation message will appear:



Step 7: ILL Webform

If searches of Alberta library catalogues are unsuccessful, complete the ILL webform at <u>https://www.epl.ca/interlibrary-loans/request-form/</u>. We'll do our best to find the item you want.

Step 8: ILL Questions?

Should you have any questions about using Relais or the status of your requests, please don't hesitate to contact EPL's ILL team at <u>ill@epl.ca</u> or 780-496-7027.

