

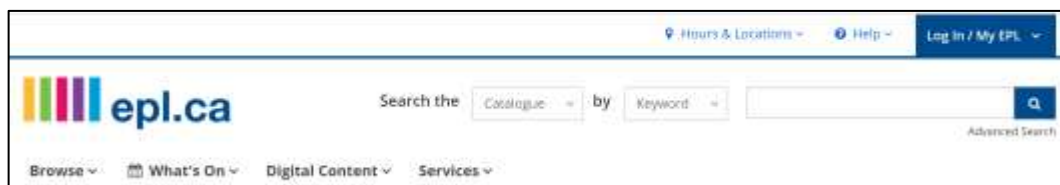
Requesting an Interlibrary Loan: A Step-by-Step Guide

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.

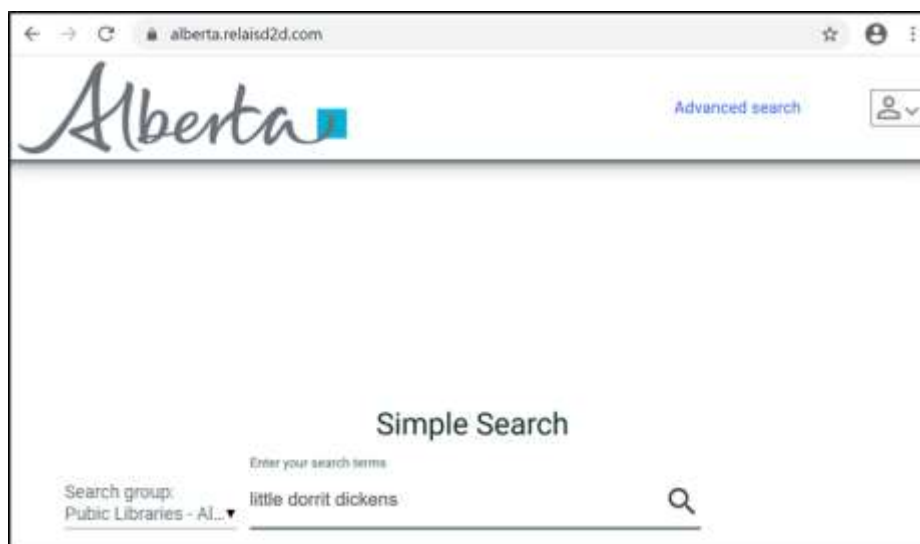
Step 1: Search the EPL catalogue at epl.ca

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



Step 2: Search the Alberta Relais D2D Site

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



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).



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).

Little Dorrit by Dickens, Charles 2009

Held by: MELLS

Publication: 2009

Description: Includes bibliographical references (page 347)

Subject(s): Men of letters; Prison (Southwark, London, England); Inheritance and succession; Debt; Imprisonment for children of prisoners; Fathers and daughters; Romance fiction; London (England); Dickens, Charles

Series: Barnes & Noble Library of essential reading.

ISBN(s): 9781455110423 (softcover)

Physical Description: Book
xxx, 347 pages; 24 cm

This item is available within Alberta

Pickup location:
(None)

Wikidata (needed) (optional)

Notes (optional)

Request

[- Hide Holdings]

Source	Location	Call Number	Availability
MELLS	Merrivale Public Library Fiction - Adult	F D12 - Book	Reservable

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:

Please enter your barcode to log into the Alberta resource sharing system.

Institution: Edmonton Public Library

Login

Enter your barcode

Enter your PIN

Login

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

Little Dorrit by Dickens, Charles 2009
Held by : TRAC

Publication
©2009

Description
Includes bibliographical references (page B47)

Subject(s)
Marshalsea Prison (Southwark, London, England); Inheritance and succession; Debt; Imprisonment for; Children of prisoners; Fathers and daughters; Romance fiction; London (England); Didactic fiction

Series
Barnes & Noble Library of essential reading

ISBN(s)
9781435116429 (softcover)

Physical Description
book
xxvi, 847 pages; 21 cm

Your request has been submitted. Request Number: EPL-10000176

[- Hide holdings]

Source	Location	Call Number	Availability
NLS	McNally Public Library Fiction - Adult	F DDC - Book	Requestable

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 (page B47)

Subject(s)
Marshalsea Prison (Southwark, London, England); Inheritance and succession; Debt; Imprisonment for; Children of prisoners; Fathers and daughters; Romance fiction; London (England); Didactic fiction

Series
Barnes & Noble Library of essential reading

ISBN(s)
9781435116429 (softcover)

Physical Description
book
xxvi, 847 pages; 21 cm

This item is available within Alberta

The current request cannot be submitted at this time as the limit for the number of active requests currently associated with your account has been reached.

Select a pickup location
Enterprise Square (Downtown) ▼

Volumes needed (optional)

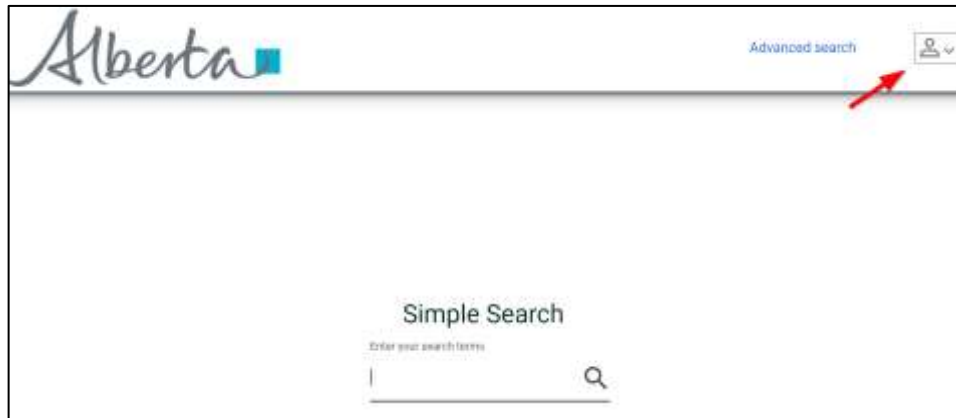
Notes (optional)

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.



 A screenshot of the 'My Requests' page. The page title is 'My Requests' and 'Document Services'. The user's name and a 'Logout' link are shown. Below this, it says 'Open requests (2)'. There is a table with two rows of request data. A red arrow points to the first row, and a green arrow points to the 'Export requests' button.

Request Number	Title	Author	Submitted On	Status Date	Status
+ EPL-10000175	THE KING OF CAPRI	WINTERSON JEANETTE	Jan 30, 2020 09:35 AM	Jan 30, 2020 09:35 AM	Submitted
+ EPL-10000174	LITTLE DORRIT	DICKENS CHARLES	Jan 30, 2020 09:18 AM	Jan 30, 2020 09:20 AM	Submitted

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).

Export to csv file

Select which fields to include in the file of requests to export:

Additional fields:

- Subtitle
- National Bibliography
- National Bibliography Number
- System
- System Number
- ISMN
- Additional Numbers
- Service Type
- Publication Type
- Requester Info

Fields in the file:

- Request Number
- Title
- Author
- Publisher
- Place
- Date
- Edition
- Volume
- Issue
- Title of article
- Author of article
- Series title
- Pages
- Call Number

Reset **Download**

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.

Open requests (1)

[Export requests](#)

Request Number	Title	Author	Submitted On	Status Date	Status
 EPL14014022	THE POWER TO NAME - LOCATING THE LIMITS OF SUBJECT REPRESENTATION IN LIBRARIES	OLSON HOPE	2020-10-28 12:54:46 PM	2020-10-28 12:54:46 PM	Submitted

Showing 1 - 1 of 1

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

Open requests (1)

[Export requests](#)

Request Number	Title	Author	Submitted On	Status Date	Status
EPL14014022	THE POWER TO NAME - LOCATING THE LIMITS OF SUBJECT REPRESENTATION IN LIBRARIES	OLSON HOPE	2020-10-28 12:54:46 PM	2020-10-28 12:54:46 PM	Submitted

Showing 1 - 1 of 1

 **Cancel**

Then click on Submit to cancel (pink arrow).

Use the browser refresh button (🔄) and Open requests will reveal an updated Status of Cancelled after a few moments.

Request Number	Title	Author	Submitted On	Status Date	Status
EPL-10014033	THE OTHER TO BARE... (CONTAINING THE LIFE OF CAROL...)	OLSON MORE	2020-10-28 12:29:46 PM	2020-10-28 12:22:40 PM	Cancelled

Step 5: Other Options

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

In addition to searching by the specified fields, Boolean functionality is available through the right side dropdowns (red arrow).

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 fall of the Roman Empire by Gibbon, Edward 1960 

Held by : CHINOOK_ARCH, SHORTGRASS, TRAC

Publication
 Chatto and Windus; London; 1960
 The Modern Library; New York; [1960]
 Harcourt, Brace; New York; c1960
 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

Select a pickup location
 Capilano ▾

Volumes needed
 (optional)
 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

Search group: Enter your search terms

Public Libraries - Alberta

Public Libraries - Alberta

Academic Libraries - Alberta

Advanced Search

Enter your search terms

Search group: Public Libraries - Alberta

Public Libraries - Alberta

Academic Libraries - Alberta

Public Libraries - Alberta ALL

Academic Libraries - Alberta ALL

ALL

Subject ALL

ISBN

ISSN

Add a row Clear Search

Enter your search terms and click Search:

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).

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).

Alberta Relais Query: ti="power" and fi="to" and ti="name" and au="olson," and au="Hopé" and au="a" Simple search | Advanced search

Limit results by

DATE Showing 1 - 2 of 2 records Sort by Relevance and show 20 results per page

2002 Clear Apply

FORMAT

book
 book (electronic) Clear Apply

Search by

AUTHOR

Olson, Hope A.

SUBJECT

Subject cataloging;
Subject headings.

LIBRARY

NEOS

The power to name - locating the limits of subject representation in libraries by Olson, Hope A. 2002
Held by : NEOS

Publication
Kluwer Academic Publishers, Dordrecht [The Netherlands], c2002.

Subject(s)
Subject headings; Subject cataloging

ISBN(s)
1402007760

Physical Description
book
x, 261 p. : 25 cm.

Have your library search for a requestable copy:

Select a pickup location:
(None) *

Volumes needed (optional)

Notes (optional)

Submit request

[- Hide Holdings]

Source	Location	Call Number	Availability
NEOS	UAEDUC	Z 695 O47 2002	Not Requestable

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

Please enter your barcode to log into the Alberta resource sharing system.

Institution: Edmonton Public Library

Login

Enter your barcode

Enter your PIN

Login

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



The power to name - locating the limits of subject representation in libraries by Olson, Hope A 2002
 Held by : NEOS

Publication
 Kluwer Academic Publishers; Dordrecht [The Netherlands]; c2002

Subject(s)
 Subject headings; Subject cataloging

ISBN(s)
 1402007760

Physical Description
 book
 x, 261 p. ; 25 cm

Your request has been submitted. Request Number: EPL-10008893

Step 7: ILL Webform

If searches of Alberta library catalogues are unsuccessful, complete the ILL webform at <https://www.epl.ca/interlibrary-loans/request-form/>. 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 ill@epl.ca or 780-496-7027.