

## Placing Out-of-System Interlibrary Loans (ILL)

*Not finding what you are looking for?* There is also the option to order an Out-of-System ILL. Keep in mind that only books from the previous year or older may be requested. No local items may be requested. You will be presented with this warning:

We cannot fulfill requests for the following materials:

- Books published in the current year
- Videorecordings
- Sound recordings
- Electronic resources

1. After unsuccessfully searching for an item you may be presented with the option to check WorldCat for an item. You can also click on "*Not finding what you want? Expand search to libraries outside the Finger Lakes Library System*" anytime during your search. In the window that pops up, click in the box next to WorldCat. Then click **Set Catalog(s)**. Your search results will look very similar to regular, local items in the system.

2. Your search will reveal more results. You may have to click on **Add Pending Results**. When you find your item, click on **Place Hold Request**.

3. You will then be presented with a prompt to login, if you haven't already done so.

Please enter your Username or Patron Barcode Number(include the D, no spaces, 11 characters).  
Password default is the last 4 digits of your registered phone number.

Placing a request will log you in to the system. Don't forget to log out.

Barcode or Username:

[Create Username](#)


Password (see above for default):

[Forgot your password?](#)

4. Click on **Submit Request**.

Place a request:

Tom Jackson's live music method : all roads lead to the stage ; your backstage pass to a successful music career.  
Author: Jackson, Tom, producer.



Placing a request will log you in to the system. Don't forget to log out.

Barcode Number(11 characters): \*\*\*\*\*

Username:

Pickup Library:

5. You will be presented with a warning about possible overdue fees. Click **Continue**. FLLS, through participation in the (OCLC) ILL network, will then request the item on your behalf.

You are about to request an Interlibrary Loan. If the lender charges for an ILL we will contact you. You will be charged \$1.00/day per overdue ILL item. Do you want to place this request?