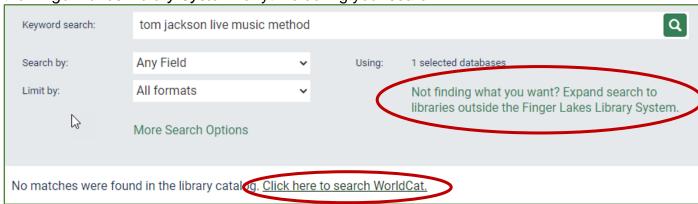


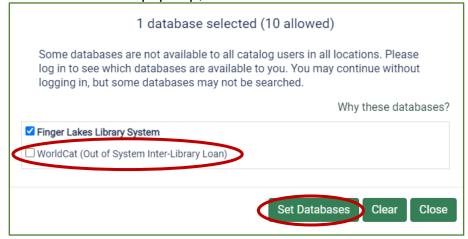
Placing Out-of-System Interlibrary Loans (ILL)

Not finding what you are looking for? There is also the option to order an Out-of-System Interlibrary Loan. Keep in mind that only books from the previous year or older may be requested. No local items may be requested. Other exclusions are included below:

- Video recordings
- Sound recordings
- Reference books
- Rare books which may include some genealogy
- Bound or entire issues of periodicals
- eBooks
- After unsuccessfully searching for an item, you will be presented with the option to check WorldCat. You can also click on "Not finding what you want? Expand search to libraries outside the Finger Lakes Library System" anytime during your search.



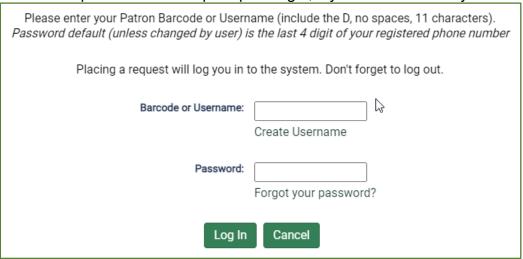
2. In the window that pops up, click in the box next to WorldCat. Then click **Set Databases**.



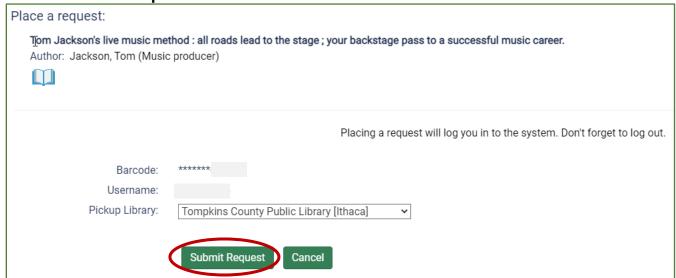
 Your search will reveal more results. Your search results will look very similar to regular in-system items but "Source: WorldCat (Out of System Inter-Library Loan)" will be listed under the description. You may have to click on Add Pending Results. When you find your item, click on Place Hold.



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



Click on Submit Request.



6. 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 will be notified when your item is available for pickup at your library.

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?



More information and FAQs can be found on our website: https://www.flls.org/delivery-interlibrary-loan/

Contact ill@flls.org for assistance.