

Placing Your Own Interlibrary Loan Requests

After you click on the library's [Interlibrary Loan link](#) and login (if necessary), you'll start your search in the screen below. Try not to type in more info than is necessary. Try including the significant words from the title plus the author's last name.

Search in database: WorldCat (Updated: 2025-10-29)
OCLC catalog of books and other materials in libraries worldwide

Keyword ?







Author ?

Title ?

ISBN (format: NNNNNNNNNN) ?

Year (format: YYYY-YYYY) ?

On the results page, when you find the item you want, click on its title.

- [Libraries Worldwide](#): 609
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)
-  [Cat owner's home veterinary handbook /](#)
 Author: Carlson, Delbert G.; Giffin, James M.; Carlson, Liisa Publication: New York : Howell Book House, 1995
 Document: English : Book
[Libraries Worldwide](#): 381 (1 Committed to Retain)
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)
 [See more details for locating this item](#)
-  [The domestic cat : the biology of its behaviour /](#)
 Author: Turner, Dennis C.; Bateson, P. P. G. Publication: Cambridge, UK ; New York : Cambridge University Press, 2000
 Document: English : Book  Internet Resource
[Libraries Worldwide](#): 346 (6 Committed to Retain)
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)
 [See more details for locating this item](#)
-  [The Cornell book of cats : a comprehensive and authoritative medical reference for every cat and kitten /](#)
 Author: Siegal, Mordecai.
 Publication: New York : Villard, 1997
 Document: English : Book
[Libraries Worldwide](#): 259 (2 Committed to Retain)
More Like This: [Search for versions with same title and author](#) | [Advanced options ...](#)

Then on the next page, click on the “ILL” handshake button (circled).

The screenshot shows a library catalog interface. At the top, there are navigation tabs: Home, Databases, Searching, and Results. Below these are four buttons: List of Records, Detailed Record, Marked Records, and Saved Records. To the right of these buttons is a 'Go to page' dropdown menu. Below the buttons is a toolbar with icons for Subjects, Libraries, ILL (circled in red), E-mail Bib, Print, Export, and Help. Below the toolbar is a 'Detailed Record' button.



The domestic cat :
the biology of its behaviour /

Then fill in your info, choose your home library branch, and click submit. Be sure to include your **complete** library card number (22173xxxxxxx)

The screenshot shows a library request form. At the top, there are three buttons: Submit, Clear, and Cancel. Below these are several input fields with question mark icons to the right of each field:

- *First Name
- *Last Name
- Address
- City
- Postal Code
- *Telephone
- *Library Card Number
- *Pick-up Location: Main Library - Columbus
- Max Fee I'd Pay: 00.00
- Comments

At the bottom of the form, there are three buttons: Submit, Clear, and Cancel.

Helpful tips:

- If an item just came out or is pre-release, please don't request it on interlibrary loan. [Contact our library staff](#), or use our suggest a purchase link [here](#).
- If an item shows “Bartholomew Cnty Pub Libr” in green:



that means that our library should own a copy. You can't place an interlibrary request when you see this, but if you click on the title, you'll see a link to “Search the Bartholomew County Public Library Catalog” on the next page. This is where you could place a hold. If it doesn't seem like you can place that item on hold, [contact us](#). It could be long overdue.