

Requesting Items through FirstSearch

1.) Go to our website <http://www.ellajohnsonlibrary.org/>
Click on **Research** (under the banner).

Then click on **Want to use First Search from home?**

A screen will come up asking for your library barcode.

Type in your library barcode with no spaces.

2.) You will then hopefully be looking at a screen that looks something like the picture below.

The screenshot shows the 'Statewide Illinois Library Catalog' interface. At the top, there is a navigation bar with 'Home', 'Databases', and 'Resource Sh...'. Below this is the 'FirstSearch Home' section, which includes a welcome message and links to 'ArticleFirst', 'ECO', and 'WorldCa...'. A purple arrow points to a link that says 'Click here to search for a book or physical item. This will take you to the next screenshot.' Below the main content area, there are several search options, including 'Search for:', 'In:', and 'Jump to Ad...'. A green arrow points to a search input field with the text 'OPTIONAL Click here to choose from 15 other databases which will provide full-text articles, etcetera.' Another green arrow points to a link that says 'OPTIONAL To create an account, click here and follow the directions. This may help people who intend to order multiple items, or will order frequently.'

3.) After clicking on the "Searching" tab, a screen like this one will come up. Enter your information and click "Search".

4.) After searching, a list of results will appear-likely similar to this page.

5.) After selecting an item's title, a screen like this will appear. If this is not the right item, return to the previous page. If this is the item you are looking for, click on the "Borrow this item from another library"

The screenshot shows the WorldCat interface for the record 'Lavender and old lace.' by Myrtle Reed, published in 1902. The record is identified as a book in English, 267 pages, 21 cm, published by Grosset & Dunlap in New York. The 'GET THIS ITEM' section includes an availability notice: 'FirstSearch indicates your institution owns 250 libraries worldwide that own this item.' Below this, there are three options: 'Libraries worldwide that own this item: 250', 'Try an advanced AquaBrowser search', and 'Borrow this item from another library (FirstSearch)'. An external resource 'Cite This Item' is also available. A purple arrow points to the 'Borrow this item from another library' link with the text 'Click here to request the item.'

6.) Fill out the rows with asterisks next to them, add any specifics (e.g. article title) and click "submit".

The screenshot shows a request form with the following fields: *First Name, *Last Name, Address, City, State/Region/Prov., Postal Code, Country, *Telephone, Fax, *Email, *Library Barcode, Date Needed (format: YYYYMMDD), Pick-up Location (pre-filled with 'Ella Johnson Memorial Public Library'), Max Cost (pre-filled with '0.00 00.00'), and Comments/Special Req. The form includes 'Submit', 'Clear', and 'Cancel' buttons. A note at the top states: 'Please remember that you may only have 5 ILLs at any given time.'

7.) If your request was successful, this will come up. It is now being reviewed by library staff. If there are any problems with your request you will be notified in a timely manner.

The screenshot shows the WorldCat interface after a successful request. A green checkmark and the message 'Your resource sharing request was sent successfully.' are displayed at the top. The record details for 'Lavender and old lace.' are visible, and the 'Marked Records' tab is active. The 'Borrow this item from another library' link is now highlighted in red, indicating the request has been processed.