

Help your requested items arrive faster!

- Request items in a hardcopy or print format only. Electronic books or e-books cannot be requested and borrowed through interlibrary loan. Look for symbols (e) or text indicating that a title is an "electronic source," "e-book," "internet resource," or "computer file." Requests will be canceled if in e-book form.

The screenshot shows the WorldCat search results page for the query "kw: teaching and dt= url". The record number is 1 of 255,749. The main title is "Understanding and supporting children with emotional and behavioural difficulties", edited by Paul Cooper. The publication year is 1999. The record is identified as an "Internet Resource" and a "Computer File 1 online resource" (272 pages). The publisher is Jessica Kingsley Publishers, with ISBN 0585122989. A red box highlights the text "(electronic bk.) 9780585122984 (electronic bk.)". Navigation buttons include "Detailed Record", "Table of Contents", and "Add/View Comments".

- Put as much information as possible in the request form in the appropriate fields such as volume, month, or OCLC number, even if they are not automatically populated. You may need to go back to the record to find this information.

The screenshot shows an "Article Request" form. The title is "Sport, Education and Society". The volume is 19, issue number is 1, year is 2014, and inclusive pages are 63-79. The ISSN/ISBN is 13573322. The article author is "Roberts, Simon" and the article title is "Socratic case-method teaching in sports coach education: reflections of students and course tutors". The "Not Wanted After Date" is 11/28/2014. The form includes red starburst callouts pointing to the "Volume", "Month", "Year", "OCLC Number", and "Article Author" fields. A red box highlights the "OCLC Number" field.

- If you don't know what information to include, leave the field blank instead of filling it in with phrases such as, "I don't know."
- Include the ISSN of a journal or the ISBN of a book. These will always be numerical characters with no letters. (ISSN format: 0000-0000)

Example from Periodicals AtoZ List:

Oakland Tribune
[LexisNexis Academic](#) 2001 - 2004
Resource Type: Newspaper
ISSN: 1068-5936
Publisher: Ang Newspapers
Subject: [General Works -- Newspapers](#)

- If needed, include the volume number in the title field. Ex: *Practical Zoology Volume II*
- The “Where did you find this item cited?” field allows a limited number of characters and could possibly cut off valuable information needed to get your item. Simply describe where you found the item; exclude writing “cited in” or “referenced in.”
- If you’d like or are willing to accept items in another language, select “Yes” from the dropdown menu. If you’d like a specific language, please indicate this in the “Notes” field, keeping in mind that not all items you request are translated from the original language.

Article Author	<input type="text"/>
* Article Title	<input type="text"/>
* Not Wanted After Date (MM/DD/YYYY)	11/28/2014
Will you accept the item in a language other than English? If yes, specify acceptable languages in the notes field.	<input type="text" value="Yes"/> <input type="text" value="No"/> <input type="text" value="No"/> <input type="text" value="Yes"/>
Notes Put any information here that may help us find the item, as well as any other pertinent information.	Spanish is preferred.
Where did you learn about this item?	
Where did you find this item cited? Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.	<input type="text"/>
Date of the work that cited the item.	<input type="text"/>
Volume number of the work that cited the item.	<input type="text"/>
Pages where the item is cited.	<input type="text"/>
<input type="button" value="Submit Request"/> <input type="button" value="Clear Form"/> <input type="button" value="Cancel - Return to Main Menu"/>	

- Avoid punctuation such as quotation marks, question marks, or periods in all fields.

Questions? Email ill@lycoming.edu or call 570-321-4091