

# Tutorial: How to Use Interlibrary Loan (ILLO)



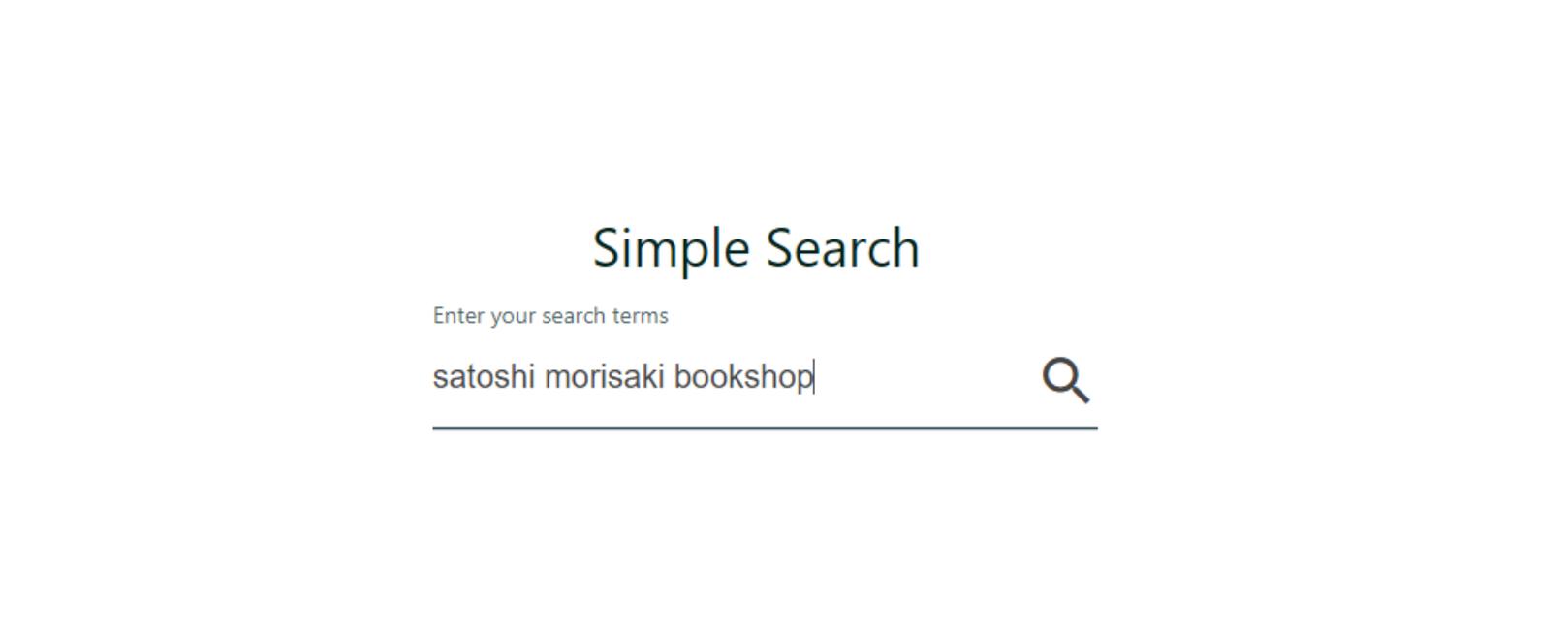
Oakville  
Public  
Library

# How to make an ILLO Request



# Do a Search

- Visit the ILLO website [here](#).
- Search for the item using the title, author's name, or a combination of both.

A screenshot of a web search interface. At the top, the text "Simple Search" is centered. Below it, a smaller line of text says "Enter your search terms". A search input field contains the text "satoshi morisaki bookshop". To the right of the input field is a magnifying glass icon. A horizontal line is positioned below the input field. The entire search area is enclosed in a thin grey border.

# Search Results

Click on an item to display the catalogue details. You can use the left side bar to narrow your search results by year, format, author, or subject.

**Limit Results By**

Date

Showing 1 - 13 Of 13 Records

Sort by Relevance and show 20 results per page

2024  
 2023

**Clear**

Format

Book  
 Book (Electronic)  
 Recording (Electronic)  
 Book (Large Print)

**Clear**

**Search By**

Author

Yagisawa, Satoshi.  
Yagisawa, Satoshi.  
Yagisawa, Satoshi  
Yagisawa, Satoshi/ Ozawa, Eric (TRN)

Subject

Books and reading  
Uncles

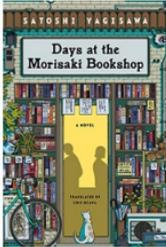
**Days At The Morisaki Bookshop** - a novel **By** Yagisawa, Satoshi **2023**

**Held By :** Hanover, Meaford, Brampton, Whitchurch, Burlington, Guelph, Peterborough, Clarington, Ajax, Cambridge, Brantford, Markham, Oshawa, Wellington, SIMCOE, JASI, Bradford, Oakville, OLC, Thunder\_Bay, Niagara\_Falls, Barrie, Milton, Ottawa, Windsor, Kingston, North\_Bay, Lincoln\_Pelham, Whitby, Aurora, PCIN

**Publication**  
Harper Perennial: New York: 2023  
©2023  
Harper Perennial: New York: [2023]  
©b2023  
HarperCollins: New York (State): 2023  
Harper Perennial: New York: c2023

**Edition**  
1st U.S. ed: First U.S. edition

**Description**  
"Originally published ... in Japan in 2010 by Shogakukan Inc."--Title page verso. Twenty-five-year-old Takako has enjoyed a relatively easy existence, until the day her boyfriend Hideaki, the man she expected to wed, casually announces he's been cheating on her and is marrying the other woman. Suddenly, Takako's life is in freefall. She loses her job, her friends, and her acquaintances, and spirals... [\[ + More \]](#)



**Subject(s)**  
Antiquarian booksellers; Books and reading; Uncles; Man-woman relationships; Bookstores; Interpersonal relations; Tokyo (Japan); Domestic fiction; Families; Single women; Chiyoda-ku (Tokyo, Japan); Novels; FICTION / Family Life / General; FICTION / Literary; FICTION / World Literature / Japan; Japan; Fiction

**ISBN(s)**  
9780063278677 (pbk.); 0063278677 (pbk.); 9780063278677 (trade paperback); 0063278677; 9780063278677; 9780063278677 (paperback)

**Physical description**  
book  
147 p; 21 cm  
147 pages  
147 pages; 21 cm  
147 pages; 20 cm  
147 pages; 21 cm

**Request Item Through Interlibrary Loan/Soumettre une demande de prêt entre bibliothèques** [Request/Soumettre une demande](#)

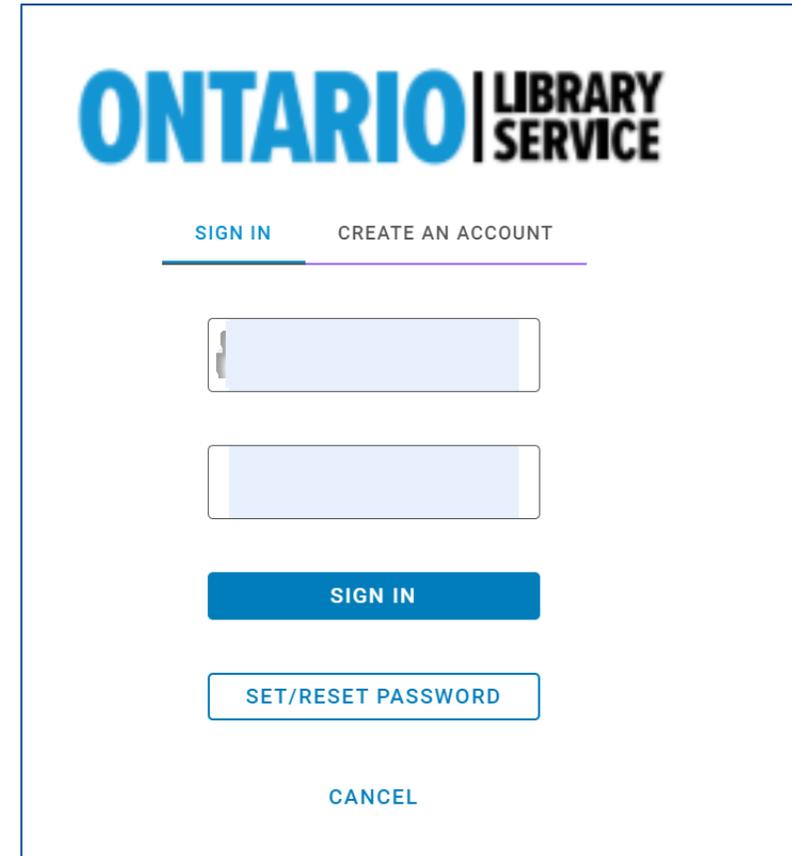
[\[ + Display Holdings \]](#)

Submit your request using the link at the end of the description.



# Sign In

- You will be prompted to sign in.
- If you don't have an account, you can click on "Create An Account".
- If you have an account but don't remember the password, you can reset it.



The screenshot shows the Ontario Library Service sign-in interface. At the top, the logo "ONTARIO LIBRARY SERVICE" is displayed. Below the logo, there are two tabs: "SIGN IN" (which is active and underlined) and "CREATE AN ACCOUNT". Under the "SIGN IN" tab, there are two input fields for username and password. Below the input fields, there are three buttons: a blue "SIGN IN" button, a white "SET/RESET PASSWORD" button with a blue border, and a blue "CANCEL" link.

# Create An Account

- If you are new to this system, fill out all the required fields to create a new account.
- Your Library Barcode is your 14-digit library card number.
- Make a note of your library barcode and password.
- Oakville Public Library must approve all new accounts.



SIGN IN

CREATE AN ACCOUNT

#### Username Requirements

- Must be three (3) characters or more
- Cannot use spaces, semicolons(;), colon(:), apostrophe('), comma(,), angle brackets(< >), brackets([ ]), or parentheses(( ))

#### Password Requirements

- Must be nine (9) characters or more
- Case sensitive
- Must use at least one non alphabetic character(% , \* , \$)
- Cannot use semicolons(;), colon(:), apostrophe(') or period(.)

Reminder: Make note of your library barcode and password.



# Request Form

- After you sign in (or create an account for the first time), the details for your request and contact information will appear onscreen.
- Click the “Submit Request” button at the bottom of the screen to finalize your request.

The screenshot shows the 'WorldShare ILL Request Form' interface. At the top, the 'ONTARIO LIBRARY SERVICE' logo is on the left, and 'Hello My account' is on the right. A blue navigation bar contains 'Resources'. The form is titled 'WorldShare ILL Request Form' and includes a '\* Required field' indicator. The 'About my item' section contains several input fields: 'Title: \*' (Days at the Morisaki Bookshop - a novel, 39/500), 'Author: \*' (Yagisawa Satoshi, 16/500), 'Publication Year (if known)' (@2023, 5/100), 'ISBN: If known/applicable' (9780063278677, 13/100), 'Volume: If known/applicable' (0/100), and 'Issue/Number: If known/applicable' (0/100). Below this is an 'OCLC#' field. The 'My address and contact information' section includes: 'First Name: \*' (Jane, 4/100), 'Last Name: \*' (Smythe, 6/100), 'Patron Barcode: \*' (2715177743123, 13/100), 'E-mail Address:' (jsmythe23@gmail.com, 19/100), and 'Mobile Phone:' (0/100). A blue 'Submit request' button is at the bottom.

# Request Complete

- A confirmation message including the number associated with the requested item will display on the screen.

Requests Profile

| Title  | Submitted date   | Status  |
|--|--|---|
| <input type="checkbox"/> Select all <input type="button" value="Cancel requests"/>   |  | <input type="button" value="Create request"/> |
| <input type="checkbox"/>  To kill a mockingbird - a graphic novel<br>Fordham Fred<br>©2018 | 10/22/2024<br><a href="#">Request details: 227887678</a> | Pending                                       |

# Return to Home Page

- After placing a request, you can return to the main page to do another search by navigating to the “ILL Home” link under the Resources menu on the top left of the screen.

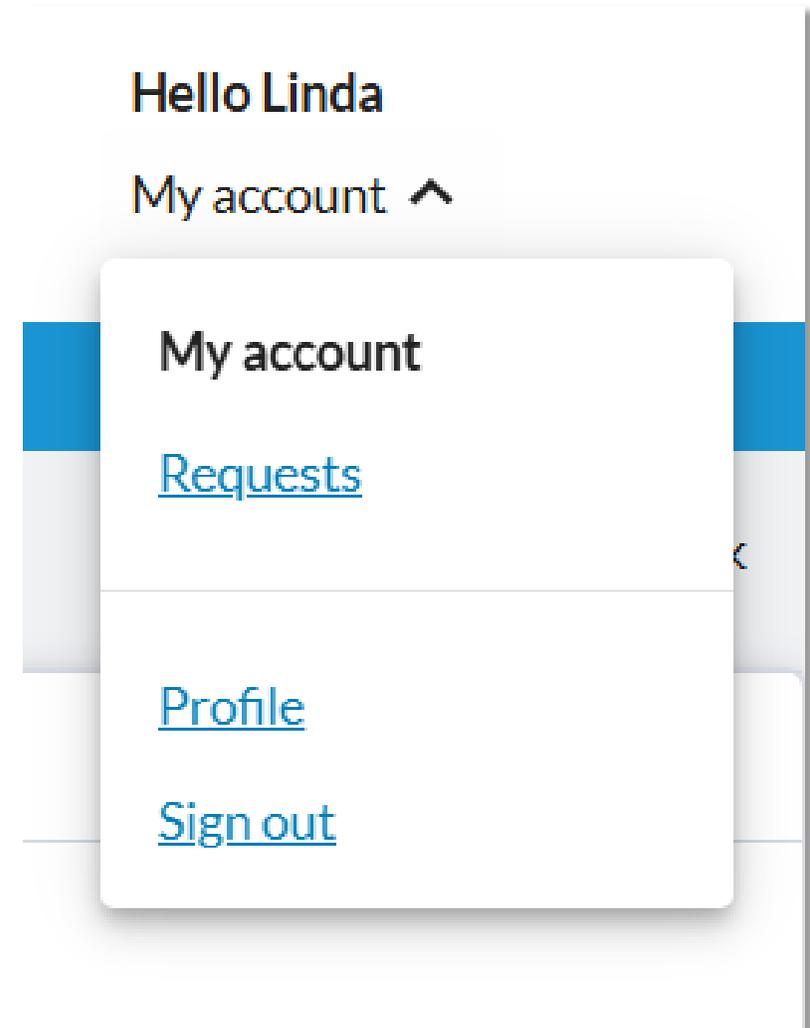


# Request Limits

- Oakville Public Library has a limit of fifteen (15) **active** interlibrary loan requests per person.
- An **active** request includes anything you have requested from another library that is in progress, or that you have received.
- Items that you have returned and that have been received back by the lending library, and requests that you have cancelled are **not counted as active**.
- Additional requests will not be processed until borrowed ILLO materials are returned and received by the lending library.

# Sign Out

- When you are done searching for items and placing requests, you can sign out using the “My Account” menu on the top right of the screen.

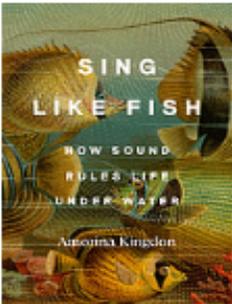


# Using My Account



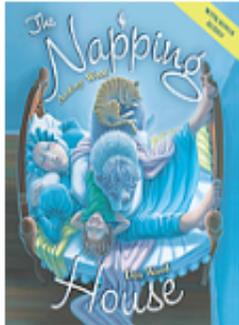
# My Account

- My Account allows you to track your current ILLO requests.

| Checkouts ()                        | Requests   | Fees (\$0.00)   | Search activity  | Profile |
|-------------------------------------|--|---|--|---------|
| Title                               | Submitted date   |   |  |         |
| <input type="checkbox"/> Select all | <a href="#">Cancel requests</a>  |   |  |         |
| <input type="checkbox"/>            |  | <a href="#">Sing like fish : how sound rules life under water</a><br>First edition.<br>Amorina Kingdon<br>New York : Crown, 2024<br><i>Print Book</i> | 07/10/2024<br><a href="#">Request details: 226302189</a> |         |

# Item Due Date

- Your item's due date displays next to the request in My Account.



The napping house

First edition.

Wood Audrey

San Diego ; Harcourt Brace Jovanovich,  
1984

*Print Book*

09/29/2024

[Request details: 227496537](#)

Due 11/05/2024

# Notifications

- Notifications about your interlibrary loan account are emailed to the address associated with your account.

-----Original Message-----

From: Your Plum Creek Library System <[notices@e.worldcat.org](mailto:notices@e.worldcat.org)>

Sent: Wednesday, July 10, 2024 11:29 AM

To: |

Subject: Request being processed: Sing like fish : how

The following request is being processed.

ILL Request Number: 226302189

Title/Journal Title: Sing like fish : how sound rules life under water /

Author: Amorina Kingdon

Article Title:

Article Author:

Volume:

Issue/No:

Issue Date:

Pages:

Edition Note: First edition.

Edition Type: Any

Verified: WorldCat (1397050251) Physical Description: 324 pages : illustrations ; 22 cm

You will be notified when the item is ready. Visit your account at

<https://148756.account.worldcat.org/profile> to see the status of open requests, access links to documents, and update notification preferences.

If you have any questions, please contact the Interlibrary Loan staff at your library.

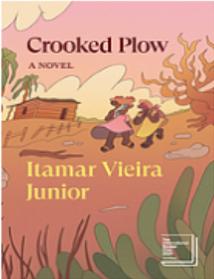
# Cancelling ILLO Requests



# Cancelling ILLO Requests

- Requests displaying the current request status “submitted” can be cancelled. Users can do so by adding a check mark in the selection box of the request chosen for cancellation.
- Once cancelled, the request will still appear in “My Account”, but will indicate that it has been cancelled.

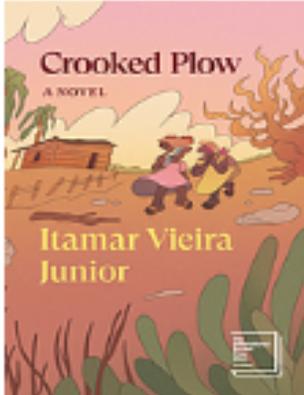
# Cancelling ILLO Requests (cont'd)

| Requests   |   | Profile   |
|--|---|---|
| Title  | Submitted date  | Status  |
| <input type="checkbox"/> Select all  | <input type="button" value="Cancel requests"/>  | <input type="button" value="Create request"/>                         |
| <input checked="" type="checkbox"/>  | Crooked plow<br>English language edition<br>Vieira Junior Itamar<br>London ; Verso, 2023<br><i>Print Book</i> | 10/21/2024<br><a href="#">Request details: 227872962</a><br>Submitted |

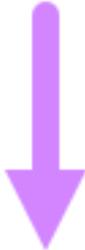
# Cancelling ILLO Requests (cont'd)

Cancel request ✕

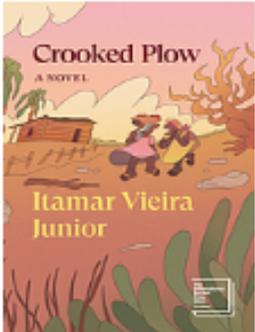
You are cancelling your request for this item.



Crooked plow  
Itamar Vieira Junior; Johnny Lorenz; Itamar Vieira Junior  
London ; Verso, 2023  
*Print Book*



# Cancelling ILLO Requests (cont'd)

| Checkouts ()                        | Requests  | Fees (\$0.00) | Search activity  | Profile   |
|-------------------------------------|---|---------------|--|---|
| Title                               |   |               | Submitted date   | Status  |
| <input type="checkbox"/> Select all | <a href="#">Cancel requests</a>   |               |  | <a href="#">Create request</a>                            |
| <input type="checkbox"/>            |  <p><a href="#">Crooked plow</a><br/>Itamar Vieira Junior; Johnny Lorenz;<br/>Itamar Vieira Junior<br/>London ; Verso, 2023<br/><i>Print Book</i></p> |               | 07/10/2024<br><a href="#">Request details: 226304736</a> | <a href="#">Canceled</a><br><a href="#">Request again</a> |

**Thank you**



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