



Request a book, article, A/V

THE BASICS

If a title is not available from another RILINK library, place your ILL request through Relais using the Book or Article Request form. (Use the Book form if you are looking for a VHS or DVD title.) Fill out all required information and as much other information as you can, to increase the chances of an accurate match. See screen shots on next page.

THE DETAILS

The following information is required for all Relais requests (please note that RILINK processing requirements differ from but include Relais form requirements):

- *Select the correct publication type (book, A/V, or journal)
- *Title of publication (or title of article)
- *Author of publication (or author of article)
- *ISBN or ISSN (please make every attempt to include this)
- *Patron name (last name is fine) OR patron ID number in the NOTES field
- *Always make sure Delivery Method is set to LORI Delivery for book or A/V materials
- *Always make sure **your** 3-letter LORI code is in the Delivery Address field
- *Include a Need By date using the calendar insert, if applicable

Please also try to include Publication Date, Publisher, and Place of Publication, and Call Number, when possible.

For article requests, the default delivery method will be email.

A "Request Submitted" confirmation message will appear with the Relais request number, which will always start with RLK-nnnnnnnn. This RLK number serves as the barcode number for the Relais ILL title on your Processing Needed page in RICAT.

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Request Submitted

Your request has been entered into the system. For your records, your request number is:

→ **RLK-10004953**

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