

For students and teachers:

☆ How to request materials from another library ☆

*****If you are looking for a magazine article, or materials on a particular subject, please see your librarian, giving as many details as you can about what you are looking for. You should also do the same thing if you can't find the book that you are looking for in RICAT.

To check RICAT:

1. Go to RILINK at www.rilink.org and click on the large RILINK logo to go to RILINK's Interlibrary Loan Site. Log in with your username and password. Check with your librarian if you don't know your username and password.

The screenshot shows the RILINK Interlibrary Loan site. At the top, there is a navigation bar with "Home" and "Catalog" tabs, and a "Login" button. Below the navigation bar, a welcome message reads: "Welcome to RILINK's Interlibrary Loan Site. Please choose the option on the drop-down list in the Catalog tab under the various searches (Keyword, Author, Title, Subject) to look in all RICAT libraries. In order to place a hold, you must have a user name and password. LORI libraries may sign on with their three-letter LORI code as their username and password." Below the welcome message, there are two columns of links. The left column is titled "About RILINK" and includes links for "RILINK web site", "Internet Search Tools" (KidsClick!, Yahoo!igans!), and "Other Libraries" (College/University Libraries (HELIN/InRhode), Other Public Libraries (CLAN catalog), Providence Public Library). The right column is titled "Cool Sites" and includes links for "Guinness World Records", "Guys Read", "Teen Consumer Scrapbook", "TerraServer-USA", "The Straight Dope", "Time Capsule", and "Youth Noise". Below the welcome message, there is a search interface. The search bar is labeled "Library Search" and has a "How do I find..." link. Below the search bar, there are five search options: "Title", "Author", "Subject", "Keyword", and "Series". Below the search options, there is a "Look in" dropdown menu with "RILINK Interlibrary Loan site" selected. A small blue check mark is visible to the right of the dropdown menu.

Click on the little blue check mark (it might also look like a set of arrows pointing up and down) to the right of the box with the words "Look in" in front of it. Click on RICAT in the list that drops down when you click on the little blue check mark. You can search by keyword, author, title, subject, or series.

3. If you find what you are looking for, click on Hold It to place your request. If a local copy exists but is checked out to another student or teacher, your librarian may choose to place a hold on this item for you, so that the local copy will be held for you when it returns.

If you don't find what you are looking for, please see your librarian.

4. To check on your requests and the items that you have checked out, go to the My Info tab (you must be logged in).

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Status for patron test' page for Coventry High School Library. The page is titled 'Status for patron test' and includes a 'Logout' button. The main content area is divided into two sections: 'Items Out' and 'Holds'.

Items Out

Due Date	Title	Call Number	Price	Checked Out
10/2/2006	A Christmas carol (Copy: [NCS] 3N880000015791)	FIC DIC		9/23/2006
10/10/2006	Great expectations. (Copy: T 31232)	F Dic	\$25.00	9/23/2006

Holds

Title	Requested	Quantity	Status
Reformation and society in sixteenth-century Europe	[CHW] T 14546	1	Pending
El Cantico De Navidad.	T 33010	1	Ready
A Christmas carol / simplified by Michael West. Illustrated by Will Nickless	[EGH] T 26098	1	En Route

Check the status column:

- If it's Ready, you should be able to pick it up at the circulation desk.
- If it's En Route, the book is in the statewide delivery system, on its way to your library.
- If it's Pending, your request is waiting to be processed, or is checked out to someone else.
- If it's Expired, you'll need to place a new hold if you still want the item.

Note: The letters in brackets next to a title mean that this book belongs to another library.