My ILL Account – Request List/History

Login Link

https://1005.account.worldcat.org/profile/

Once logged into your account, you will be presented with a list of your requests. All requests, no matter their status, are listed together on this page. The system will keep a history of the last 5 years of requests. Please note: your ILL transaction history will not transfer over from ILLiad.

1. **Create Request**

   Click **Create Request** to create an interlibrary loan request.

2. **Sort by**

   Default sort is “Most Recent” and requests from the last 60 days are shown. If there is a “View more” button at the bottom of the list, click on the button to see older requests. The list can be sorted by Pickup Location (which for Wabash is all the same), Request ID, Status and Title.

3. **Request ID**

   Click the **Request ID** number to see detailed information about the request.

4. **Title**

   This column displays the title (or journal title and article title), author, and format of the item requested.
My ILL Account – Request List/History (cont’d)

5  Status

This column displays the status of the request.

- **Available to view:** the requested item has been received and is available to view/print.
  - Items remain available for 30 days
  - Items may be viewed up to 5 times
  - Download item for future use!
- **Canceled:** library staff or patron cancelled the request.
- **Complete:** the requested item has been returned to the lender.
- **Due [date]:** the requested item has been received and is checked out to the patron.
- **In Transit:** the requested item has been sent but has not yet been received.
- **Item Due Back:** the requested item has been recalled by the lender.
- **Overdue:** the requested item is checked out to the patron and is overdue.
- **Received by the library:** the requested item has been received but is not yet checked out to the patron.
- **Submitted:** the requested item has been submitted for processing.

6  Pickup Location

The Pickup Location is the Circulation Desk for all returnable materials (books, DVDs, etc.)

7  Cancel and Renew (not labeled)

- **Cancel:**
  - The “Cancel” button appears when an item has not been shipped by the lender.
  - If you do not see the “Cancel” button and you would like to cancel the item, please email us at ill@wabash.edu.

- **Renew:**
  - If the “Renew” button appears for a checked out item, you may renew your request.
  - A renewal may or may not be granted by the lender.
  - You will be notified of the lending library’s decision to renew.
  - If renewals are allowed, you may only renew an item once.
  - If you do not see the “Renew” button and would like to renew an item, please send your request to ill@wabash.edu. We will do our best to accommodate your request.

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