Using *Worldcat* to Request Non-USMAI Owned Materials

*Use this guide to search for books, scores, and audiovisual materials beyond holdings in the University System of Maryland and Affiliated Institution (USMAI) libraries. Use your interlibrary loan account to borrow these materials.*

**Searching for Materials Using the *Worldcat (FirstSearch)* Database**

1. Start at the library web page: [https://libraries.towson.edu/](https://libraries.towson.edu/)

2. Go to the upper left corner of the page and hover over the “Find Sources” link, then scroll down to “More Library Catalogs.”

3. From list of catalogs, select *Worldcat*. An Advanced Search screen will open and allow you to combine terms and limit by format.

4. Search for your materials, changing the drop down menus to specify how your terms should be searched. The use the format limits in the center of the page to narrow result types.

5. Click on the “libraries worldwide that own item” link to see who owns the item.
6. If a USMAI library owns the title, request a transfer of the item to Cook Library using the Find It link. When the dialog box opens, select “Check availability – University of Maryland library” and open the full catalog record for that title. Use the “availability” button to request a transfer to Cook Library.

7. If the item is not owned at a USMAI library, but is in the local area, you can go to that library to see the item and use it there. If you wish to borrow the item, you need to request a loan to Cook Library by using interlibrary loan.

8. To request an interlibrary loan, click on the Find It link in the record, but select “Request it from interlibrary loan (ILL).”

The interlibrary loan log in will now display. If you already have activated your interlibrary loan account, log in with your TU Net ID. If you have never used interlibrary loan, you will need to register for an account. Once it is activated, you will use your TU Net ID to log in.

Many of the fields, such as author and title, will be filled in when you log in and open the interlibrary loan form. To help the interlibrary loan staff in locating a copy of your item, fill in as many of the fields as possible.

Once your item arrives at Cook Library, you will receive an email telling you to come in and pick up your material. When you are finished using the material, return it directly to Cook Library.

**Important Information about Interlibrary Loan**

- Interlibrary loan is a separate account from your USMAI library account; you will not see interlibrary loan items reflected in your USMAI account.
- Once you make an interlibrary loan request, be sure to monitor your email for information regarding the status of your request and the arrival of your materials.
- Interlibrary loan items may be borrowed for a limited amount of time; these items do not follow the same loan periods as USMAI materials.
- Items not picked up need to be sent back to owning libraries before they may be requested again.
- In some cases, the owning library may allow one renewal to extend the loan of material – check your interlibrary loan account to see if the item can be renewed.