Checking for Book Availability Through Interlibrary Loan (ILL)

This information is a step-by-step guide for those affiliated with Paul D. Camp Community College who wish to request a book through Interlibrary Loan. This guide will walk the user through the steps needed to see if a book for which they are searching is available for their use from a library in Virginia.

1. Enter [WorldCat](#).
   - It may prompt you to enter your MyVCCS username and password, which you use to access Blackboard.

2. From here you have several options:
   a) You may enter certain **keywords** about a subject for which you are searching.
   b) You may enter a specific **author** for which you are searching.
   c) You may enter a specific **title** for which you are searching.
   d) You may enter a specific **ISBN** for which you are searching.
   e) You may enter a specific **year** for which you are searching.

3. Once you have entered the information for the search you would like to conduct, click **Search**.
   - This can bring forth results for many different formats (i.e. Books, Visual, Sound, Internet, Computers...)

4. To choose to view only those resources available in **book** format, click the Books tab listed above the search results.
5. Once the new result list has been generated, you may view more information about any of the results by clicking on the title of the book.

6. Once you have located a book in which you are interested in PDCCC obtaining through ILL, please click on Libraries Worldwide to see what local libraries have a copy of the desired book.
   - It is most likely that we can request ILL books and receive them free-of-charge from libraries in Virginia listed with the Location: US, VA.

7. Once you have located the book you desire and have verified that it is available in Virginia, please fill out an Interlibrary Loan Book Request form and submit it to the library staff.
   - The ILL form may be obtained from any PDCCC Library, or may be accessed online through the PDCCC Library website under Library Forms < Interlibrary Loan Book Request Form.