

How do I request an item in reQuest, the Statewide Library Catalog?

Interlibrary Loan (ILL) is the process by which a library requests material from, or supplies material to, another library in order to fulfill a request from a patron. **reQuest**, the Statewide Library Catalog, has an ILL feature that allows you to place requests for material that your home library does not own, and to track those requests.

New Books and DVDs are generally not available for Interlibrary Loan.

To request an item using the **reQuest** catalog, follow the steps below:

- Go to <http://www.burnhamlibrary.org>. Click on the **iConn** link located on the library's homepage.
- Click the **Browse reQuest Catalogs** link which is located at the top-center of the screen.
- Enter your search terms, i.e. title, author, subject, in the search box and use the drop arrow to select type of search.
- Click the **Search** button. The screen will refresh and you will see the number of hits for your search terms. For example, *Harry Potter (100 titles)*.
- Click on one of the titles. A new window will appear listing materials. Click on your choice.
- The screen will refresh and the record for the item will appear.
- Notice the green **Request This Item** button in the top, right-hand corner of the page and in the left-hand margin of the page.
- Click the **Request This Item** button. A new window will open which will display the interlibrary loan request form.
- Complete the Patron Information: Patron name, password (last four digits of your library card) and phone number.
- Click the **Submit** button. This will electronically send your request to the staff at your home library and they will try to obtain the material for you.
- A member from the library staff will call you when your material arrives.

If you have any questions, call the library at 860-354-6937.

Tues. 1-5, Wed. 9-6, Thurs. 9-5, Sat. 9-1