South Dakota Share-It ILL Request Procedure Using Blank ILL Form

Please note:
These instructions are for patrons and libraries using South Dakota State Library barcodes/passwords.

If you do not have a South Dakota State Library barcode/password, please contact your local library for further directions.

Go to the South Dakota Share-It home page for the South Dakota State Library: http://sdsl-agent.auto-graphics.com/mvc/?cid=sdsl&lid=sdsil&reset=force

To see the list of Participating Libraries, click “Click here to see Participating Libraries”
To Login:

Click Login – upper right corner

The login window will open and it should default to South Dakota State Library (under select your library)

Input your barcode in the username box and your password (ALL CAPS) in the password box

Click Submit
Search to find the item you wish to borrow

You may search by different search indexes. Click the checkmark to see the options (Title search is the default)

You may search one or more library catalogs, and electronic resources. Click the Database Selector to see the resources
Search indexes  
Resources to search – don’t forget to scroll down the page if you are looking for something specific

All Library Catalogs are selected by default to retrieve the greatest number of results.
Search for a title (Title search is the default):

If no results are found, search results will look like this

No Record Found. Would you like to: Enter a new search or Modify your current search

You searched for:
rainbow comes and goes - Match: ALL of these words in index: Title

Click Blank ILL Request to place an ILL request
The Blank ILL form will open. Fill in as much information as you have about the item you wish to request. Items in red are mandatory:

- Borrower: SDSIL South Dakota State Library
- Request Type Options: Returnable (loan)
- Material Bibliographic Level Options: Book
- Material Format Options: None of the below
- Title/Journal Title: The rainbow comes and goes
- Author/Creator: Cooper, Anderson and Gloria Vanderbilt
- Publisher (Place, Name, Date):
- Series:
- Physical Description:
- ISBN:
- ISSN:
- Verification:
- Any Edition is Acceptable: Yes
- Need by: 10/23/2016
- Patron’s Last Name: MENTZEL
- Patron’s First Name: NINA

Submit
When you are finished entering information, click Submit

To view your requests, click on your name in the upper right

Welcome to South Dakota Share-It
a service of the South Dakota State Library

Search library catalogs across the state using the search box above
Click here to see Participating Libraries

To search library collections, request interlibrary loans:
Please login using your library credentials in the upper right of the screen
Click here for Login/Search Instructions

What the South Dakota State Library provides for ALL Libraries and Citizens
Your account information will open, ILL requests are shown as Items from Other Libraries

# Items from Other Libraries

## ILL Request Limits

<table>
<thead>
<tr>
<th>SortBy</th>
<th>Title</th>
</tr>
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<table>
<thead>
<tr>
<th>Item Details</th>
<th>Request Details</th>
</tr>
</thead>
</table>
| **Title:** The rainbow comes and goes  
**Author:** Cooper, Anderson and Gloria Vanderbilt  
**Pub Year:** | **ID:** 21  
**Date:** 4/26/2016  
**Need By:** 10/23/2016 |
| **Status:** This request is awaiting approval by library staff. | |

Hide

<table>
<thead>
<tr>
<th>Item Details</th>
<th>Request Details</th>
</tr>
</thead>
</table>
| **Title:** This is a test request  
**Author:** Test, Author.  
**Pub Year:** | **ID:** 20  
**Date:** 4/26/2016  
**Need By:** 10/23/2016 |
| **Status:** This request is awaiting approval by library staff. | |