



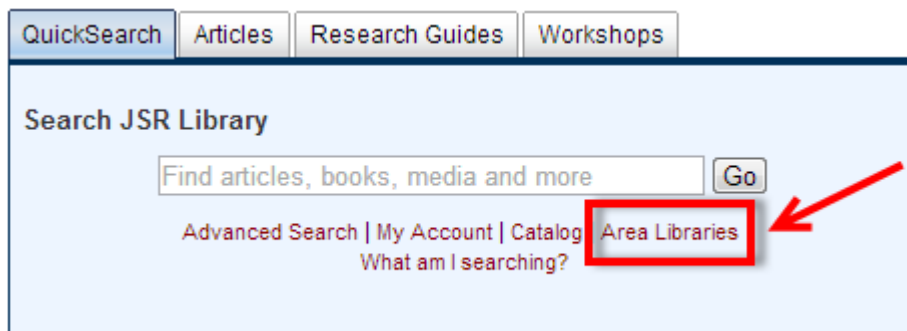
## Finding Books from Other Libraries Worksheet



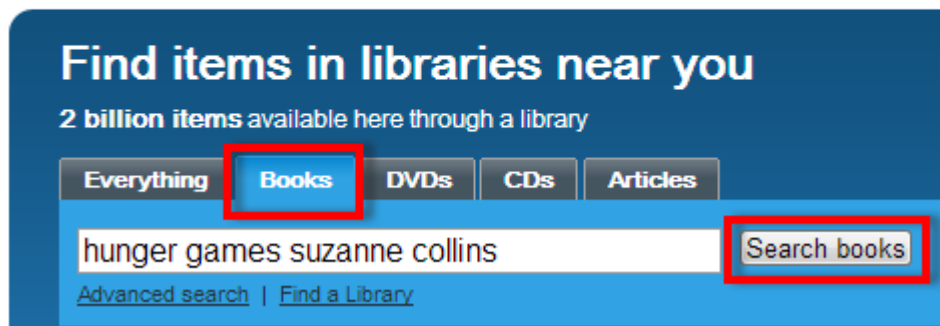
If Reynolds Library does not have particular books in its collections, books can be borrowed from other libraries via our RALC Agreement (Richmond Academic Library Consortium) or our Interlibrary Loan Service.

### Search WorldCat:

1. From the Library home page, click on the **Area Libraries** link under the *QuickSearch* box.



2. When the next screen appears, click on the **WorldCat** link.
3. When the *WorldCat* search screen appears, click on the **Books** tab then **type a title, author, or keywords** that describe a **topic** in the search window. Press the <Enter> key or click on the *WorldCat* **Search books** button to execute the search.



4. When the *WorldCat* search results screen appears, scroll down to review your results.
5. **Click on any title.**



6. When the full record appears, fill in the following information:

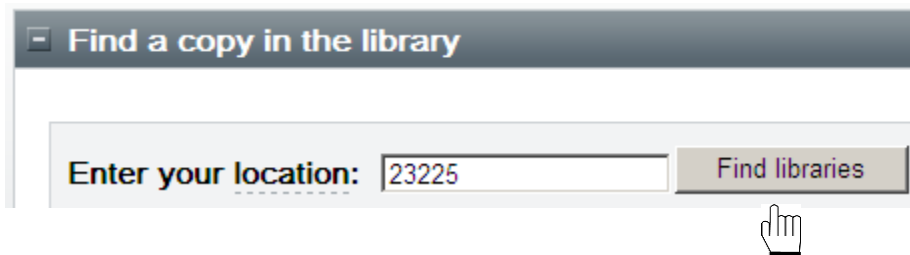
a. Title: \_\_\_\_\_

b. Author/s (if available): \_\_\_\_\_

c. Publisher information including year published: \_\_\_\_\_

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7. **Enter your zip code** in the *Enter your location* box (may need to scroll down). Press the <Enter> key or click on the **Find libraries** button to execute the search.



8. When the list of libraries is redisplayed, fill in the nearest library below:

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9. **Print out the 1<sup>st</sup> page** of this full record and attach it to this worksheet.