J. Sargeant Reynolds Community College

*Your first stop for information and research needs!*

Finding Books from Other Libraries Worksheet

Last updated 5/31/2011.

If JSRCC 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.
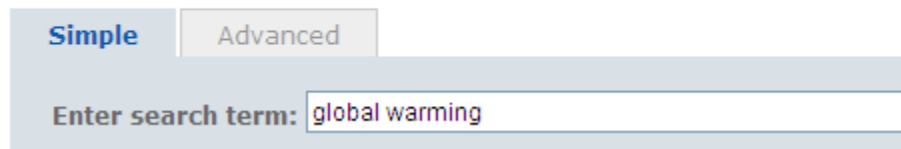
A. Search the RALC Union Catalog:

1. Go to the library's home page at http://library.reynolds.edu and click on the **Area Libraries** tab above the search box.

2. When the Area Libraries box appears, click on the **List of area libraries** link below the search window.
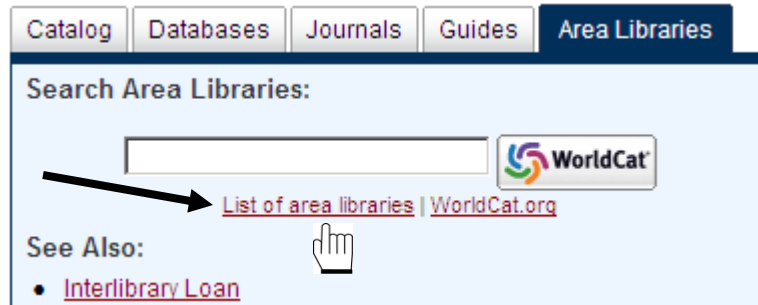
3. When the Area Libraries screen appears, scroll down to the *Catalogs* section and click on **Union Catalog of Richmond Academic Library Consortium (RALC)**.

4. When the *Quick Search* screen appears, **type keywords** that describe **any topic** in the search window.

5. Press the <**Enter**> key or click on the **Go** button to the right to execute the search. It may take a few minutes for the union catalog to process the results.

6. When the *Quick Search Results* screen appears, review the items available at other libraries. **Click on any title** that another library owns.

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

    a. Resource (Library that owns the book): _____

    _____

    b. Title: _____

    c. Author/s (if available): _____

    d. Year: _____

    e. Subject/s: _____

    f. LC no: _____

    g. Imprint (Publisher information): _____

8. **Print out the full record** and attach it to this worksheet.

B. Search WorldCat:

*If you find a book in WorldCat , you can fill out an **Interlibrary Loan Request** form.*

1. From the Library home page, click on the **Area Libraries** tab above the search box. When the Search Area Libraries box appears, **type keywords** that describe **any topic** in the search window. Press the <**Enter**> key or click on the **WorldCat** button to execute the search.
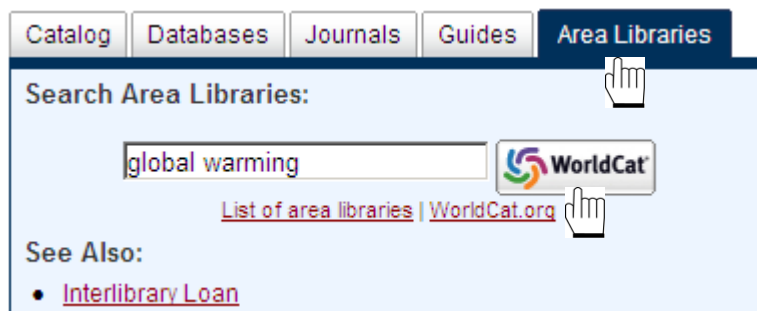
2. When the WorldCat search results screen appears (will open in a new window), scroll down to review your results.
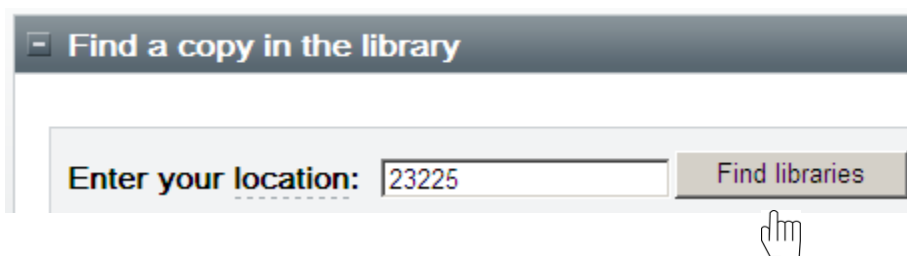
3. **Click on any title**.

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

    a. Title: _____

    b. Author/s (if available): _____

    c. Publisher information including year published: _____

    _____

5. Scroll down and **enter your zip code** in the *Enter your location* window. Press the **<Enter>** key or click on the **Find Libraries** button to execute the search.

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

    _____

7. **Print out the 1st page** of this full record and attach it to this worksheet.