In ILLiad, how do I add a Lender who is not in the list of OCLC Potential Lenders?

Symptom

• You contacted a library that has an item, but when you look for it on OCLC, they are not listed as a Lender and you need to find out how to send a request

Applies to

• ILLiad

Resolution

Here are the steps for adding the lender to a request that is not in the list of lenders.

1. When you get to the Workform where you normally select lenders, in the Manual Entry vox, you put in the symbol of the lender.
2. After adding the symbol, click on the Create Workform.
3. You will be on the WorkForm page. Click on the Send Request on the top right.
4. You will be back to the Borrowing Request form. Click on the Request Sent icon on the top.

You have sent the request.