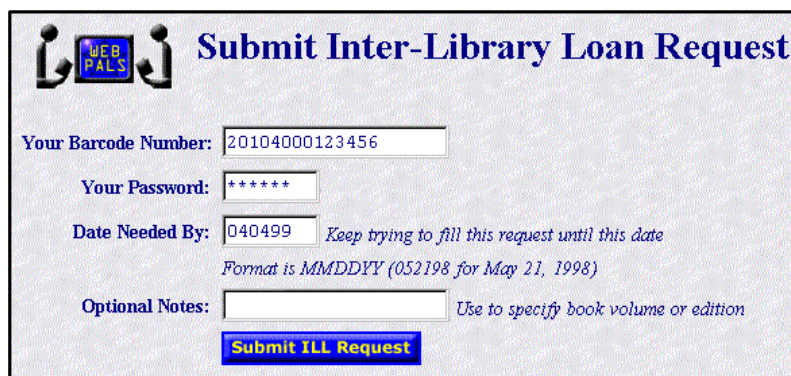


You can create interlibrary loan requests through WebPALS for books that you find in the WebPALS catalog and for copies of articles that you find in the periodicals databases on WebPALS (e.g., ERIC Journals in Education; Business Index; General Magazines, Expanded Academic Index).

Start by searching the appropriate WebPALS database for information on your topic. Display the records that your search retrieves. If a book or article that you need is not available at the Moorhead State University Library, follow these instructions for requesting it from another library.

1. Display the record for the desired book or article.
2. Go to the bottom of the screen and click “**Submit ILL Request**”.
3. Supply your barcode, password (last name), date needed by, and any optional notes. See example:

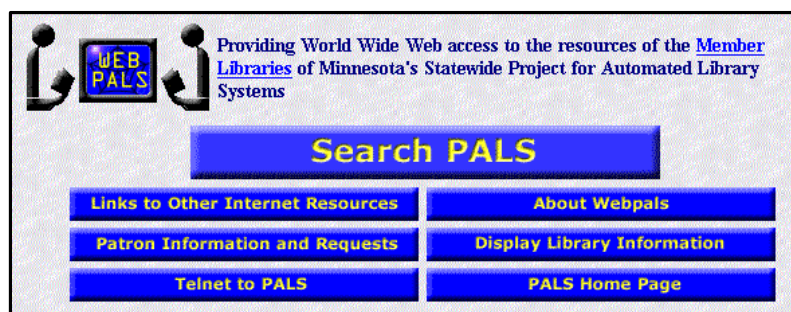


The screenshot shows a web form titled "Submit Inter-Library Loan Request". It includes the following fields and instructions:

- Your Barcode Number:**
- Your Password:**
- Date Needed By:** *Keep trying to fill this request until this date*
Format is MMDDYY (052198 for May 21, 1998)
- Optional Notes:** *Use to specify book volume or edition*

A blue button labeled "Submit ILL Request" is located at the bottom of the form.

You may also make Interlibrary Loan requests; view pending requests; and see other elements of your patron information by clicking on the “**Patron Information and Requests**” button at the initial WebPALS screen:



The screenshot shows the main menu of the WebPALS system. It features the WebPALS logo and the following text: "Providing World Wide Web access to the resources of the [Member Libraries](#) of Minnesota's Statewide Project for Automated Library Systems".

Below this text is a large blue button labeled "Search PALS".

At the bottom, there are six blue buttons arranged in two columns:

- Links to Other Internet Resources
- About Webpals
- Patron Information and Requests
- Display Library Information
- Telnet to PALS
- PALS Home Page

Select the type of information and format. You will need to supply your barcode and password. Click the “**Go**” button.

There is also a paper request form that you may fill out and return at the Reference Desk.

*If you have any questions about requesting Interlibrary Loan items or viewing your patron information, see a librarian, or stop by the Interlibrary Loan Office.