

## Using JerseyCat for Do-It-Yourself Interlibrary Loan

JerseyCat at the State Library is for NJ residents with a NJ State Library Card. State employees and Thomas Edison staff, students and mentors use ILLiad.

### Placing a Book Request

1. If you are a State Library registered borrower, scroll down and click on **Submit Requests via JerseyCat**. (If you are not registered, click on **How to Become a Registered Borrower**.)
2. Enter your State Library card barcode in the Borrower ID box and click on **Login**.
3. Enter your search term in the **Quick Search** box. You may enter a title, author or subject.
4. Click on the **Search** button.
5. A list of results displays.
6. Click on the title of the item you are interested in borrowing to see the full description.
7. Click on the **Request This Item** button to initiate your interlibrary loan request.
8. Complete the ILL Request Form by entering the information requested. Scroll down with the bar at the right hand side to see the entire box. Click on the **Submit** button.
9. The Library will contact you when your book arrives for pick-up.

### Placing a Journal Article Request

1. If you are a State Library registered borrower, scroll down and click on **Submit Requests via JerseyCat**. (If you are not registered, click on **How to Become a Registered Borrower**.)
2. Enter your State Library card barcode in the Borrower ID box and click on **Login**.
3. Enter the magazine name in the **Quick Search** box.
4. Click on **Choose Resources**.
5. Remove all of the checkmarks that appear. Scroll down with the bar at the right side of the box to see all of the pre-selected catalogs.
6. Check only the **NJ Union List of Serials** which is located under Magazines, Journals and Newspapers.
7. Click on **Search**.
8. Click on the title of the magazine you are looking for to see a full description.
9. Click on **Request This Item** to initiate your interlibrary photocopy request.
10. Read the Copyright Notice and click **Yes** to accept copyright restrictions.
11. Complete the ILL Request Form by entering the information requested. Scroll down with the bar at the right side to see the entire box. Include the title of the article, as well as the author, volume, date, and pages. Click on the **Submit** button at the bottom of the form.
12. The Library will contact you when your article arrives for pick-up.

### Checking on Your Requests

1. Once connected to JerseyCat, click on the **My Account** tab.
2. Enter the patron name and password you used to place the request.
3. Click on **Search**.
4. The ILL requests that you have placed will appear.

5/28/2014

ss