How Do I Request a Book from Another Library?

When the Edmonds CC Library does not own a book you need, you can use First Search to find it at another library so we can borrow it for you. First Search is part of the WorldCat-OCLC online database; a catalog of books in libraries worldwide. FirstSearch also includes tables of contents, location information of journal articles, indexes of worldwide conference proceedings, ERIC articles and reports, U.S. government publications and access to Funk & Wagnall’s New Encyclopedia and four almanacs. FirstSearch does not contain full-text documents for any of its resources.

Logging into FirstSearch:

1. Go to the EdCC Library Website http://www.edcc.edu/library/.
2. Under the Library Resources section, click on the link for Books, eBooks, Articles, and Films.
3. Click on the Search Other Libraries link on the menu to the left.
4. Click on the World Cat/OCLC link to use the WorldCat catalog.
5. If you are off-campus, type in your User ID and Password.
6. Example: User ID: [your Student ID Number] Password: [your full last name].

Enter your search terms in one or more boxes and click on “Search.”

A list of books related to your search terms will appear on the screen. Click on the title of the book you want. For example, click on the Starbucks Experience.
Once you have clicked on a book title, the “detailed record” for that book will appear on the screen. To make sure the book is available for InterLibrary Loan, a button with the letters “ILL” must be found above the title, between the buttons for “Libraries” and “Email.”

**NOTE:** If the Edmonds CC Library owns this book, the screen will indicate that we have it. At this point, you can check the Edmonds CC’s Online Library Catalog to locate the book in our collection.

When you click on the “ILL” button, a request form will appear. Complete the form, including your name and contact information, and then click “Submit.” Your request will be forward to a member of our Circulation staff who will process your request.
Usually, your book will arrive in 10 days to 2 weeks; however, the actual time is unpredictable. You will be notified when the book is available for you to pick up at the Circulation Desk in the Library. NOTE: The lending library will stipulate the due date for the title you requested. It is important that you return the book to the Edmonds CC Library by the due date, so we can maintain our good borrowing relationship with other local and regional libraries.