# **Request your own Interlibrary Loans!!**

<u>SILO</u> Interlibrary Loan System - ISU

Search Locator Login Sign Up For An Account

Home

State Library of Iowa 1112 East Grand Avenue Des Moines Iowa 50319 800-248-4483 Contact Us Iowa Locator SILO

This resource is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by State Library of Iowa.

If interlibrary loan is something you are interested in using regularly, **you can create a SILO Locator account!** The letters stand for **S**tate of **l**owa **L**ibrary **O**nline. The account is for the Locator itself. It is our statewide interlibrary loan system. The account allows you to **search**, **select and request** items yourself.

### Go to <u>https://ill2.silo.lib.ia.us/locator/</u> to sign up for an account.

## How to Create an Account

#### Create an account in the SILO Locator

- 1. Go to https://ill2.silo.lib.ia.us
- 2. Click on the <u>Sign Up For An Account</u> link.
- 3. Complete the signup form:
  - **Username**: must be a personal username associated with an individual.
  - **Password**: must be at least 8 characters of uppercase letters, lowercase letters and numbers.
  - **Email**: must be an individual email address.
  - **First name**: should be a personal first name associated with an individual.
  - Last name: should be a personal last name associated with an individual.
  - Home library: select the library with which you are affiliated.
    - For a patron account, it is the library you support with property taxes.
    - If you are not sure, select the library closest to where you live.
  - Library card number: Enter the 6 digits beneath the barcode on the back of your library card.
- 4. Click on the **Sign Up** button.

#### Confirm your email address

An email message will be sent to the address you entered into the signup form. Click on the link in the message to finalize the signup process. If you do not receive the message within a few minutes, please check the spam folder in your email account.

#### Account approval

Your request for an account goes to the State Library & then to our Library for approval. When Chariton Public Library staff log in to the Locator it will alert us to an account that needs to be approved. You might want to call us to let us know you've created a login to speed up the process. The Locator is generally only checked by staff once a day.

## Login to the SILO ILL system & Select your own materials!

1. Go to <u>https://ill2.silo.lib.ia.us</u>			
2. Click the <b>Login</b> link			
3. Enter your username and password	Iowa Locator Search Options		
4. Click the <b>Login</b> button	Title And V	]	
Borrow an Item	Author And V	]	
. Click on the Search Locator Tab	Standard Number       Display: 20 V Sort by: 0         Format:       Any	Copyright Date 🗸	
. Use the options to enter any item info you know. The drop menus allow you to be very specific.	Clear		
. Click on the Search button			
<ol> <li>The Search Results are a list of titles generated by the search options you entered. Go through the results carefully. FORMAT is sometimes listed in the title results. Sometimes after the title it might say <i>sound-recording</i> or <i>DVD</i>, but often you have to actually look at the title's record to see what FORMAT an item is.</li> <li>Select the desired item by clicking on the title &amp; you'll get the record for the item.</li> </ol>	<ul> <li>Iowa Locator Search Results</li> <li>363 records matched your search</li> <li>previous Page 1 of 19 next</li> <li>1 L. Frank Baum's The wonderful wizard of Oz / by Jack &amp; can be found in 5 lowa libraries.</li> <li>Toto : the dog-gone amazing story of the Wizard of Oz / HarperCollins Children's Books, Date: 2017. This title can be found</li> <li>3 The wizard of Oz / adapted by Anouk Filippini ; from the Publishing, Date: 2016. This title can be found in 2 lowa libraries.</li> </ul>		
√ Iowa Locator Search Results	Know your FOI		
363 records matched your search v previous Page 2 of 363 next v show/hide record show/hide MARC		em title or record	
Request This Item Book Club Request Add / Update Holding Repo	rt Record Choices might i	include	
Bib #:F0D5E994BA1211E79944563497128E48 Author: Morpurgo, Michael, Title: Toto : the dog-gone amazing story of the Wizard of Oz / Michael Morpurgo ; illust Publisher: HarperCollins Children's Books, Copyright Date: 2017.	rated by Emma Chichester Clark. which might be	rint Books ngs (Audiobooks e CDs or cassettes, still carry them!)	
Description: 278 pages : color illustrations ; 21 cm Other Authors: Chichester Clark, Emma, illustrator., Adaptation of: Baum, L. Frank (Ly Notes: Based on: The wizard of Oz / L. Frank Baum. Summary: In this retelling of the Wizard of Oz, the story is told from the perspective of	man Frank), 1856-1919. Wizard of Oz. DVD, BluRay, o	s which might be r even VHS, some rry those too.	
ISBN: 0008134596, 9780008134594, 0008252564, 9780008252564 OCLC: (OCoLC)1003323554 Locations: TDPH826 Davenport Public Library (Davenport) CYPF706 Musser Public Library (Muscatine) GEPG771 West Des Moines Public Library (West Des Moines)	want. Books list Audiobooks list	s the format you st pages.	
······································	cassettes. Mov	ies list video discs.	

5. Review the item. If it isn't exactly what you're looking for, Search Again, or try going back to your item search results.

If it's the item you want, then click on the **Request This Item button** (Request This Item) up there on the left.

#### 6. Review the request & Add your patron information if SILO didn't fill the fields for you.

Item Description		
Title: Toto : the dog-gone amazing story of the Wizard of Oz Author: Morpurgo, Michael, Publisher: HarperCollins Children's Books,	/ Michael Morpurgo ; illustrated by Emma Chichester Glark.	
Copyright Date: 2017. ISBN: 0008134596, 9780008134594, 0008252564, 9780008	252564	
1 Display Full Record	with * are required	
Items, books, video, audio, etc		
Edition:		
Edition Only: No V		
Transaction Details	Patron Account	
	If the requesting patron has an account, you may search for it	
	Search for Patron Account	
Cost	Patron Information (If no account)	
Veritied in: * Locator	If the requesting patron does not have an account, you may enter their relevant contact information	
Need by date: *	Patron Name	
05/10/2018	Patron Email Address	
Borrower Notes	Patron Phone Number	
	Patron Preferred Contact Type	
	Patron Library Card Number or Barcode	
Borrower Tracking Number		

#### 7. Review the Lender string.

At least one lender is required to submit a request.	
Lender: Musser Public Library, Muscatine [GYPF706]	✓ Delete:
Lender: West Des Moines Public Library, West Des Moines [GEPG771]	✓ Delete:
Lender: Davenport Public Library, Davenport [TDPH826]	✓ Delete:
Request This Item Save Draft	

Click on the Request This Item button

Note the green information box at the top of the confirmation page

The request shows up as a "draft" in our borrower queue. We open it, click request & it becomes active in the system.