

Create ILL Copy Requests

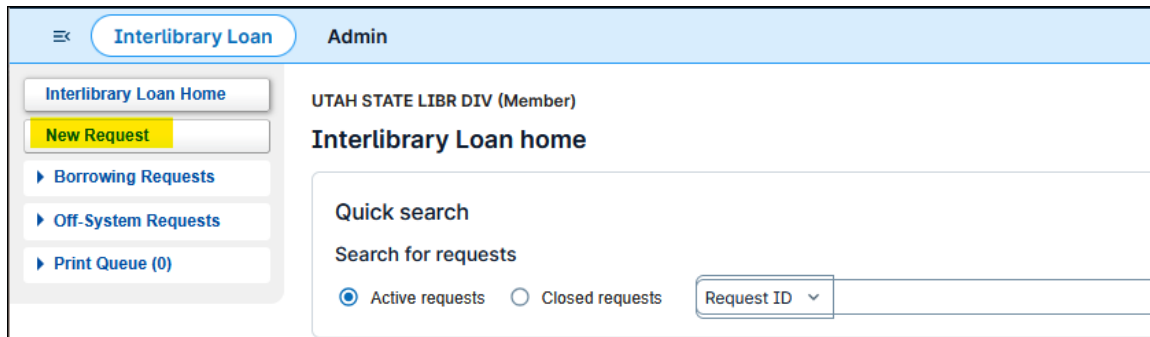
Last Updated: Feb. 3, 2026

Copy Requests are ILL requests for one of the following: (1) a copy of an article from a periodical or journal, (2) a copy of a chapter of a book, or (3) a specific set of pages from a book.

Copy Requests are electronic files that are typically retrieved in WorldShare ILL, but USL can also send the file as an attachment to your library's email address.

Create a Copy Request

- To create a Copy request in WorldShare ILL, click the **New Request** button.



Create a **Copy Request** for an **Article** from a **Periodical** or **Journal**:

Request details (Request ID NEW)

Title/Journal

- Add the **Title** of the **Periodical** or **Journal**.

ISBN

ISSN

OCLC

DOI

- Add an **ISSN** and/or **DOI**, if you have them. If not, leave these fields blank.

Format

- Choose the **Format** of **Periodical/Article**.

Article/Chapter title (if applicable)

Article/Chapter author (if applicable)

Volume

Issue/No

Issue date

Pages

- Add the **Article Title**.
- Add the **Article Author**.
- Add the **Volume** of the Periodical/Journal.
- Add the **Issue Number**.
- Add the **Issue Date**.
- Add the **Pages** to be copied.

- Add any **Patron Information** (at the bottom of the request) that is helpful to identify your patron (and that might include an email address to send the copy to your patron).

UTAH STATE LIBR DIV (Member)

The Reference Librarian

Constant data

^

- None applied
- DEFAULT
- ✓ SALINACOPY
- SALINALOAN

Details (Request ID)

- At the top of the request, apply **Constant data** by choosing your library's COPY option.
- Then click the **Save for review** button to send the request to USL for processing.

Create a **Copy Request** for a **Chapter of a Book** or a **Set of Pages from a Book**.

^ Request details (Request ID NEW)

Title/Journal
 🔍

Uniform title

Author
 🔍

Publisher

ISBN
 🔍

- Add the **Title, Author** and **ISBN**.

Format
 Book

- Choose the **Format** to be Book.

Article/Chapter title (if applicable)
 Chapter 1 and Chapter 2

Article/Chapter author (if applicable)

Volume

Issue/No

Issue date

Pages
 1-25

- In the **Article Title** field, enter which **Chapter(s)** or the **Title of the Chapter(s)**, and the **Chapter author** (if there is one, or leave blank if the request is only for a specific set of pages to be copied).

- Add any **Patron Information** (at the bottom of the request) that is helpful to identify your patron (and that might include an email address to send the copy request to your patron).
- At the top of the request, apply **Constant data** by choosing your library's COPY option.
- Then click the **Save for review** button to send the request to USL for processing.

Retrieve a Requested Copy

- On your Interlibrary Loan Homepage, under Quick links, the request will appear as an **AE Alert**.


Quick links [Refresh](#)

Borrowing	Other
AE Alert (1)	OCLC Article Exchange
In transit (1)	Resource Sharing News
	WS ILL Training Resources
	OCLC Community Center

- Click on the **AE Alert** link.




- Click on either the **ID** or **Title** link to open the request.


ID	Media type	Title	Patron	Lender	Date requested	Shipped date
234753742		Library and information center management	--	ULC	01/30/2026	01/30/2026

- Click the **Preview**  symbol to open/download the file and save to your computer.

Electronic delivery

URL type
 Article exchange KB link Open access link

File/URL <https://worldcat.org/ILL/AE/8RDNgJuo8>   

Password rdeRn2Uz 

- In the **File preview** box, click **Done** when you have saved the file.
- Deliver the file to your patron via email, or print a copy to give to your patron in person.
- To close the request, click **Mark as received** at the top of the request., then *again* in the **Mark as received** window that will appear.

234753742: Library and information center management

For any questions about using WorldShare ILL, please contact the USL ILL Librarian:



Sarah Pitkin

Interlibrary Loan Librarian

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