

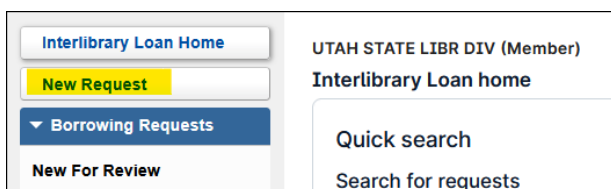
Member Library ILL COPY Requests

Last Updated: April 17, 2026

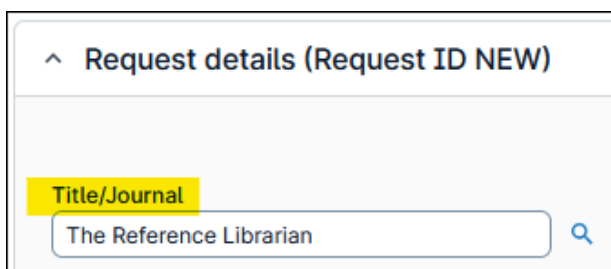
Copy requests are ILL requests for electronic copies of a portion of a periodical or academic journal, a chapter from a book or a specific set of pages from a book. These electronic copies are typically retrieved in your library's WorldShare ILL account, but USL can also retrieve the file for your library and send as an attachment to your library's email address.

Create and Submit a COPY Request

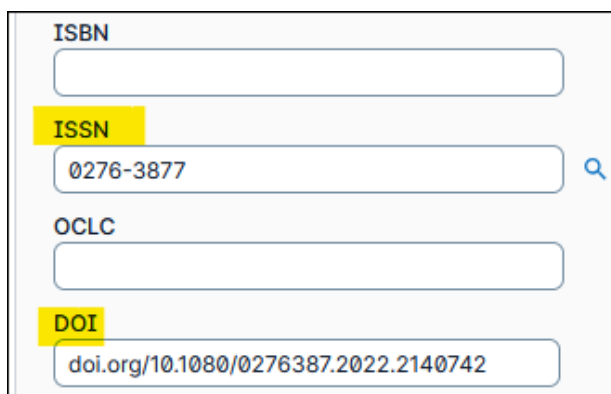
- To create a COPY request, click **New Request**.



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



- For a Periodical or Journal add an **ISSN** (*if you know it*). Otherwise, leave this field blank.



- For a Periodical or Journal add a **DOI**, (*if you have it*), otherwise, leave this field blank.



- For a Periodical or Journal, choose the **Format** as **Periodical/Article**.
- For a Book choose **Book**.

- Choose the **Digital/Electronic** button.
- Add the **Article/Chapter title**.
- Add the **Article/Chapter author**.
- Add the **Volume** of the Periodical/Journal.
- Add the **Issue Number**.
- Add the **Issue Date**.
- Add the **Pages** to be copied.

Preferred delivery format

☐ No preference ☒ Digital/Electronic

☐ Physical/Tangible

Article/Chapter title (if applicable)

High Impact at Low Cost

Article/Chapter author (if applicable)

Murphy, Greg; Plann-Curley, Brendan

Volume	Issue/No	Issue date	Pages
63	4	2022	144-162

- Add any **Patron** information (at the bottom of the request) that is helpful to identify your patron. This might include an email address to send the copy to your patron.
- At the top right, choose from the drop-down menu your library's **COPY** option. This adds your library's information to the **Borrowing library** section of the request.

UTAH STATE LIBR DIV (Member)

Create request

Save for review Undo changes

Request details (Request ID NEW)

Title/Journal Library search

RD0 Reg ID: 16067

AMFORKCOPY ^

No constant data applied

✓ AMFORKCOPY

AMFORKLOAN

DEFAULT

- Click **Save for review** at the top of the request to send the request to USL for processing

UTAH STATE LIBR DIV (Member)

Create request

Save for review Undo changes

RD0 Reg ID: 16067

AMFORKCOPY v

Note: If USL has any questions about an ILL request, or if there is not enough information on the request to search for the item, an email will be sent to the email address that is listed on the request. *If this email address needs to be updated*, please contact USL at ill@utah.gov.

Retrieve a Requested Copy

- On your homepage, under **Quick links**, the request will appear as an [AE Alert](#).



- Click on the [AE Alert](#) link.

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

Refresh Last updated 01/30/2026, 11:42:48		Rows per page: 10 1-1 of 1 I< < 1 > >I				
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 the file, to download and save to your computer.

Electronic delivery

URL type

☒ Article exchange ☐ KB link ☐ Open access link

File/URL

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

[Choose file](#)

Password

rdeRn2Uz

- In the **File preview** box, click **Done** *after* you have saved the file to your computer.
- Deliver the file to your patron via email, or print a copy to give directly to your patron.
- To close the request, click **Mark as received** at the top of the request.

234753742: Library and information center management

[Mark as received](#) [Mark as not received](#) [✓ Save](#) [✉ Send email](#) [⋮ More actions](#)

- Once you click **Mark as received**, the request will be marked **Closed/Supplied** and disappear from your request list.

For questions about using WorldShare ILL, please contact:



Sarah Pitkin
Interlibrary Loan Librarian
State Library Division | 801.715.6738
spitkin@utah.gov or ill@utah.gov