This guide will demonstrate how to search for and request items from other libraries using WorldCat.
To reach the AU Phillips Library catalog, first go to the library’s home page [http://aurora.edu/academics/library/index.html](http://aurora.edu/academics/library/index.html)

From the library home page, select the link “Find Books/Media” from the left side of the page.
Select “Locate books & materials in libraries around the world using WorldCat”
You can perform a quick search by selecting WorldCat from the drop down box here and entering your terms in the “Search for” box.
If the item is available at the AU library, "Aurora University" will show up in the item information.

To request an item, click on the title to see the item record.
In the item record, click on the button ILL to request the item. If you have an account, you can login (this is covered in another tutorial).
Fill out the information on the form and click submit at the bottom or top of the form.

Your university ID is 2251100 + your student ID# on your ID card.

Be sure to use their date format. Date needs to be at least 2 weeks from request date.
What Happens After You Submit Your Request?

• We will contact you when your book is ready to be picked up (this can take up to two weeks).

• Books from WorldCat have due dates set by the lending library. Call the AU Library’s circulation desk at 630-844-7583 before the due date to request that the item be renewed.
Finally, if you have any questions, please ask us at the information desk. You can contact us whenever a reference librarian is on duty by phone 630-844-7534, text us at 630-796-7615, email: libref@aurora.edu, or chat with us from the library’s homepage.