

DIY Interlibrary Loans



Things to Remember

- Only books
- Only older books
- Only older hardcopy books
- Only older hardcopy books that we don't have

If you want DVDs, CDs, books on CD, new books, multiple copies of the same book (for your book club), email illo@orilliapubliclibrary.ca with the details.

Logging In

1. Go to <https://info.vdxhost.com/> and choose your language
2. Click on **Sign In**
3. Enter your user ID (library barcode with no spaces) and password (first four letters of your last name in lower case)
4. Select Orillia Public Library from **Authentication Service** drop down menu

A screenshot of a web login form. At the top, it says "Enter your User ID and Password and click on the button to Sign-in." Below this are three input fields: "User ID:" with an empty text box, "Password:" with an empty text box, and "Authentication Service:" with a dropdown menu showing "Orillia Public Library" and a downward arrow. Below the dropdown is a blue "Login" button.

Searching

1. **Search the OPL catalogue first – if we have it our collection it cannot be ordered through ILLO**
2. Check the publication date (www.amazon.ca or www.fantasticfiction.com)
3. Select SOLS York/Muskoka as **Current Profile**
4. **Standard Search** – enter book title
5. Sort results by clicking on location
6. Click title of book to see full record (double check date and format) and then click **Get it!**

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Placing a Request

1. Verify information is correct (including email)
2. Click on **Request**

Changing Search Profile

1. **Search History** – Edit – Advanced Search
2. Click on **Current Profile** to switch to another area (eg. Simcoe/York)
3. Search again

Narrowing Your Search

1. In **Refine Results** search bar, type in author's last name and click **Search**
2. Filtering Results – if you are looking for Large Print or other languages, click on **Filter Options**

Checking the Status of your Request

1. Click on My Requests on the left hand side

Canceling a Request

1. Click on My Requests on the left hand side
2. Click on Cancel

Notes
