Want to create reference cards for ILL staff learning WorldShare ILL? Print this document and mount the review steps on a 4 x 6 inch index card.

### Review: How to create a request for a copy

1. Use Discover Items to find a OCLC WorldCat record to use.
2. On the Results screen, display holdings by clicking **State Holdings, Regional Holdings or All Library Holdings**. Optionally, filter holdings by profiled groups or custom holdings paths.
3. Click Yes to add a Supplier to your Lender String.
4. Click the **Create Request** button. The request workflow appears.
5. Open the **Apply your constant data** to select and apply a constant data record.
6. Verify that all the information in the request form is correct. Be certain that the type is set to **Copy**.
7. When you have confirmed the workflow is ready to send, click the **Send Request** button. A confirmation message briefly appears.
8. The request is sent to the first lender in the lender string. You can see the request under Borrowing Requests > Awaiting Response.