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: Conditional response**

1. Locate the request by entering the request ID in the search box, and then clicking the Go button or by clicking Can You Supply? link.
2. From the list of requests, click the request ID or title to display the request.
3. Review and confirm the information in the Request Details section.
4. Review and confirm the information in the Borrowing Information.
5. Check the availability of the item.
6. Note: Currently, the system does not include detailed availability information. You will need to search your catalog to see if the item is available.
7. Respond conditionally to the request by clicking the **Conditional button**. Or click the **down arrow** to choose a reason from the drop-down list.