


Requesting Items through Consortium Loan Service (CLS) – Fall 2018


Due to unexpected errors that resulted from the July 2018 update of SearchBox, Consortium Loan Services (CLS) are not yet operating as smoothly as intended. Until these errors are resolved, please use the following procedures to request items from other locations in the Washington Research Library Consortium (WRLC).


1. Use SearchBox to find the item you wish to request.
2. Unlike before, CatholicU students, faculty, and staff must sign in to SearchBox in order to see the link to place a CLS request. To do this, click on this message under the “How to get it” section of the detailed item record.

Please sign in to check if there are any request options.  Sign in

3. After signing in, the above message will be replaced with a link to place a request *if* the item is eligible for CLS.* Click on that link to view the request form.

CLS Request (2 Day Delivery) >

4. On the form that appears, verify that the information is correct and click  **SEND REQUEST** in the lower right corner.
5. If you would like to request a chapter or specific range of pages, click the link at the bottom of the item record to route the request through Interlibrary Loan (ILL).

Request this article or book chapter via ILL  >
– will arrive in 2-5 days

6. If the request is submitted successfully, you will see a confirmation message. When the item is ready for pick-up, or if there is a problem retrieving the item you requested, you will receive an email.
7. If you have any trouble placing a request, please email lib-ill@cua.edu. Please include any error messages or screenshots you encounter to help us resolve your problem quickly.

**Items that are not eligible for CLS may be requested via ILL using the link at the bottom of the detailed record. Ebooks are not eligible for CLS; look for print alternatives if available.*