Using Interlibrary Loan in the Digital Theological Library

If the materials you are looking for are not owned by the DTL, you can still request them through Interlibrary Loan by following these steps.

- Search for your materials in the DTL catalog at [https://thedtl.on.worldcat.org/discovery](https://thedtl.on.worldcat.org/discovery)
  - If you know the specific book or article you want, you can usually find it by entering the author’s last name and major terms from the title. Make sure to confirm your spelling!
- If the item does not appear in your search, adjust the settings to search the entire WorldCat database.
  - On the left side of the page, under “Held by Library,” select the box labeled “Libraries Worldwide.”
  - Above the search results, change the “Sort” option to “Best Match.”

- You may still see results available to you in the DTL. You can tell the difference between items owned and not owned by the DTL by looking at the result panel. Items owned by the DTL will have a black “Access Online” button underneath the image of the cover, and a link that says “At Digital Theological Library” under the item description. If the item is not owned by the DTL, it will not have the access button, and the text under the description will say, “At other libraries worldwide.”
● To request an item that is not owned by the DTL, click on the item’s title to open the full record.
  o On the right side of the page, click the button that says, “Request Item through Interlibrary Loan.”
● You will need to log into the DTL as usual. Make sure to select “Claremont School of Theology” in the dropdown list before you enter your number.

● Fill out the Interlibrary Loan form with your contact details.

● You will receive email notification from the DTL. If you have requested a journal article, you will receive a PDF of the article. If you have requested a book, you will be notified one to two weeks before the book becomes available. The DTL will NOT notify you when the book is available, so make a note to search for it in the catalog.

● If the specific item you are looking for still does not appear in your search, send an email to mfroelich@cst.edu. Include as much publication information about the item as you can, or a link to the item.
  o Books: Author, title, edition (if other than the first), publisher, year
  o Book sections/chapters: Request the whole book
  o Articles: Author, title, journal, volume/issue, year, page numbers