



## Submitting self-serve interlibrary loan requests

Once you're sure that our library doesn't have the item you want, here's how you can request an interlibrary loan.

1. Go to <https://info.vdxhost.com>.
2. Select **Sign In** and enter your User ID and password as provided by KFPL.
3. Choose **Kingston Frontenac Public Library** as your library location from the **Authentication Service** menu.
4. Select **Standard** or **Advanced** Search.
5. In the **Current Profile** menu select **Rideau South [shared]** for your initial search profile. This searches library systems that are closer to us. *Useful hint: You can also create your own search criteria by clicking **Search Profiles** under **My Account**. Click **Create** and a full list of Ontario library systems will appear. You can then make lists from A-M and N-Z, or create a special DVD lenders list using the DVD Lenders One Sheet.*
6. Enter your search terms and click Search. If there are no results, you can select a different search profile from the **Current Profile** menu and repeat the search.
7. When you find your item, select **Details** to verify this is the item that you want.
8. Select **Get It!** to place a request. Item details are automatically entered.
9. Complete the form by selecting your preferred **Pickup Location** from the drop down menu at the bottom of the form.
10. Click the **Request** button to complete your request.
11. You can view your requests at any time by using the **My Requests** Link.
12. **Sign out** when you are finished.

**Interlibrary Loans**

**613-549-8888 ext:3572**

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\*Please Note-A comprehensive User Guide is available on the library website.