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.

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 in the interlibrary

loan form.

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.

Any issues, please contact Interlibrary Loans

613-549-8888 ext:3572

illo@kfpl.ca

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