Using INFO Interlibrary Loan

With INFO you can borrow books from libraries across Ontario! INFO is the database we use to search for items in other libraries and to request those items. *(Please note: as a subscriber to this system Innisfil ideaLAB & Library cannot guarantee the availability of items in other libraries.)*

Please check our online catalogue before placing a request with INFO. We cannot request titles less than one year old or DVDs/TV series. Contact your local branch to set up an INFO password.

Accessing INFO:

1. Go to http://www.innisfilidealab.ca
2. Go to the **Learn** tab
3. Click **Websites and Databases**
4. Under **Readers' Favourites**, click on **INFO**
5. Click **Sign In** - your User I.D. is the last 6 numbers on your library card
6. Enter your password
7. On the drop-down menu, go to **Innisfil ideaLAB & Library** then choose your home branch

Changing Your Password

1. Click **Account Details** on the left menu
2. Click **Edit** at the bottom of the box
3. Check the box on the right called **Update Password**
4. Enter your new password in the space provided and then re-enter it in the next box
5. Click **Save**

Searching for an Item

1. Click on **Standard Search** on the left menu; this page comes up first after signing in
2. Choose **SOLS Simcoe/York** from the dropdown menu for Current Profile
3. Enter your search terms and click **Search**

more inside

Requesting an Item

1. Locate the item by doing a search (see previous)
2. Click on the title and make sure it is the correct item; if so, click **Get It**
3. Check for an ISBN number - *this is very important* - if there is no ISBN your request will **NOT** be filled
4. At the bottom of the page, select a pick-up location from the list and click **Request**
5. You can write the request number down if you wish, but it is not necessary as you can view your requests without it

Checking Your Requests

You may check any request you've submitted to see if it has been filled.

1. Click **My Requests** on the left menu under My Account
2. You may choose the way the list is organized (title, date) and in what order they will be displayed (ascending, descending)
3. Choose the number of results listed on a page
4. Click **Submit**. A list of all your current requests will appear. Requests that have been filled are deleted once the item is returned. You may click on **Details** for additional information.

Saved Lists

As you search, you may keep a list of items you are interested in. To do this, simply click on the **Save** button listed to the right of each title. The **Saved List** is deleted when you sign out. Any titles on the list will no longer be there when you next sign in.

Save a Search

You may save a search in order to run it again in the future.   After you conduct a search, click on the title to make sure it's the one you want, then click **Save This Search** in the left menu under **Results**. The search is now saved, and will be available the next time you sign in.

To view a saved search, click the **Saved Searches** button on the left menu under My Account. You can also delete a saved search by clicking on **Delete** on the right side of the title.

Need more help? Email us at illo@innisfilidealab.ca or call or visit your nearest branch to book a Check Out A Skill appointment.

Churchill: 705-456-2671   **Cookstown**: 705-458-1273   **Lakeshore**: 705-431-7410   **Stroud**: 705-436-1681