

How to Place an Interlibrary Loan (ILL)



What is Interlibrary Loan (ILL)?

Interlibrary Loan is a system that libraries nationwide participate in, which allows their patrons to borrow from a larger network and obtain items that, for various reasons, are not available within their own library system.

Who can use ILL?

At the Benbrook Public Library, library cardholders can use the ILL system to borrow materials that are not available at BPL. Basically, if you can request an item from our library, we will not be able to send a request through ILL.

So, before you decide to place an ILL request, please check to see if the desired item is in our catalog.

Patrons can have ten active ILL requests at a time (a request is considered active from the moment it is made to the day after the item is returned by the patron).

What does an ILL cost?

Generally speaking, patrons can use ILL at no cost. On rare occasions, however, if an ILL cannot be obtained for free, the patron will be responsible for any necessary shipping costs. Also, any fees assigned by the lending library for lost or damaged materials will be charged to the borrowing patron's account.

If you would like to review the library's ILL policy, it can be found on the library website, or through this link:

<https://benbrooklibrary.libnet.info/images/pdfs/benbrooklibrary/ILL-Policy-2016.pdf>

Step 1: The Website



Follow this link to the Texas Group Catalog:
<http://texasgroup.worldcat.org/advancedsearch>

Step 2: The Search

Use the advanced search feature to find the title you are looking for. The more information you give, the easier it will be for the database to pinpoint your title. However, title and author, or subject are usually sufficient.

Advanced Search [Search](#) [Clear](#)

Select a database to search

The following databases will be searched:
WorldCat.org

[Add / Remove databases >>](#)

Enter search terms in at least one of the fields below

Title:

Author:

Author:

Popular Limits (optional)

Only return peer-reviewed articles

Narrow your search (optional)

Library:

Return only items owned by selected library(ies)

Year: to:

Return only items published from e.g. 1971 e.g. 1977

Audience:

Return only items for the audience

Content:

Return only items with the content

Format:

Return only items in the format

Language:

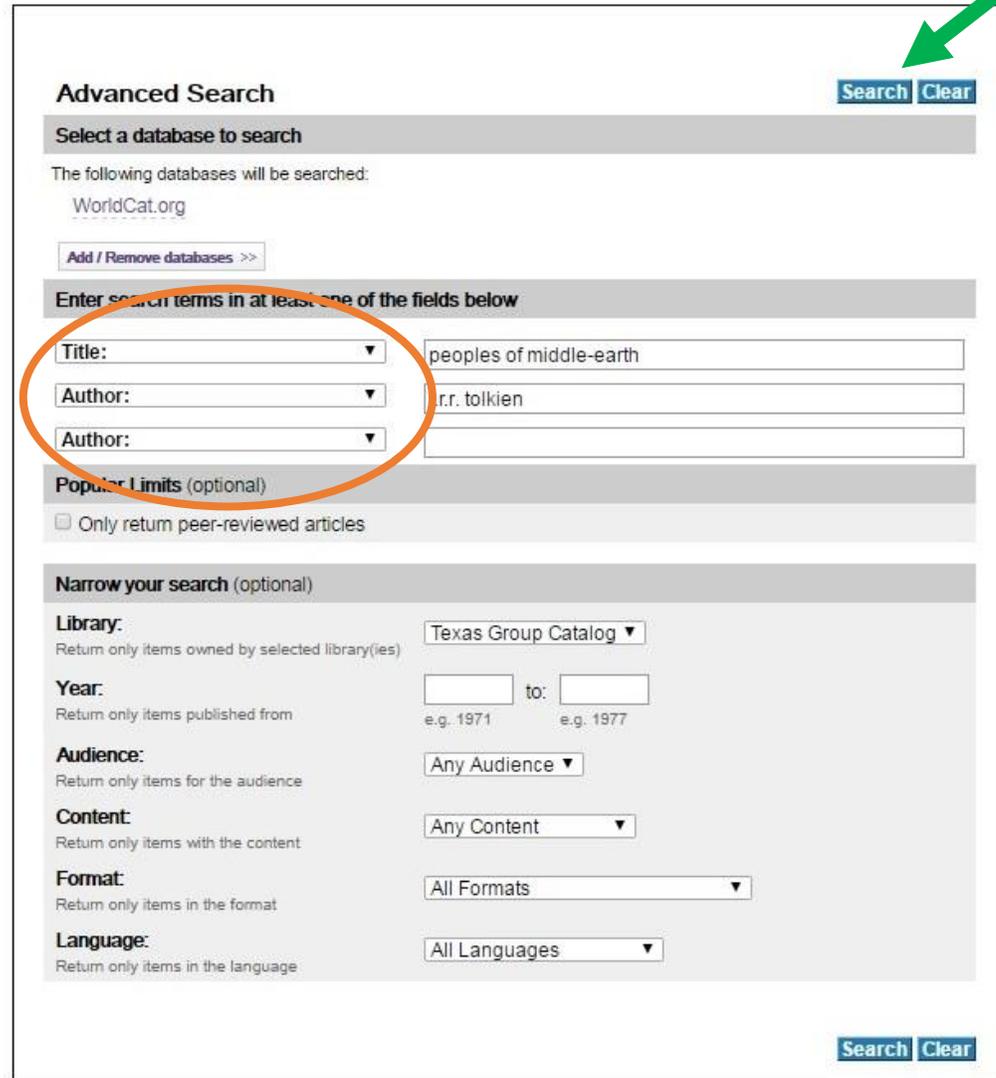
Return only items in the language

[Search](#) [Clear](#)

Step 2: The Search, continued

Use the **drop down options** to specify what type of information you are placing in each **search box**. Options include: title, author, ISBN, keyword, and subject.

Once you have inserted all the appropriate information, click **search**.

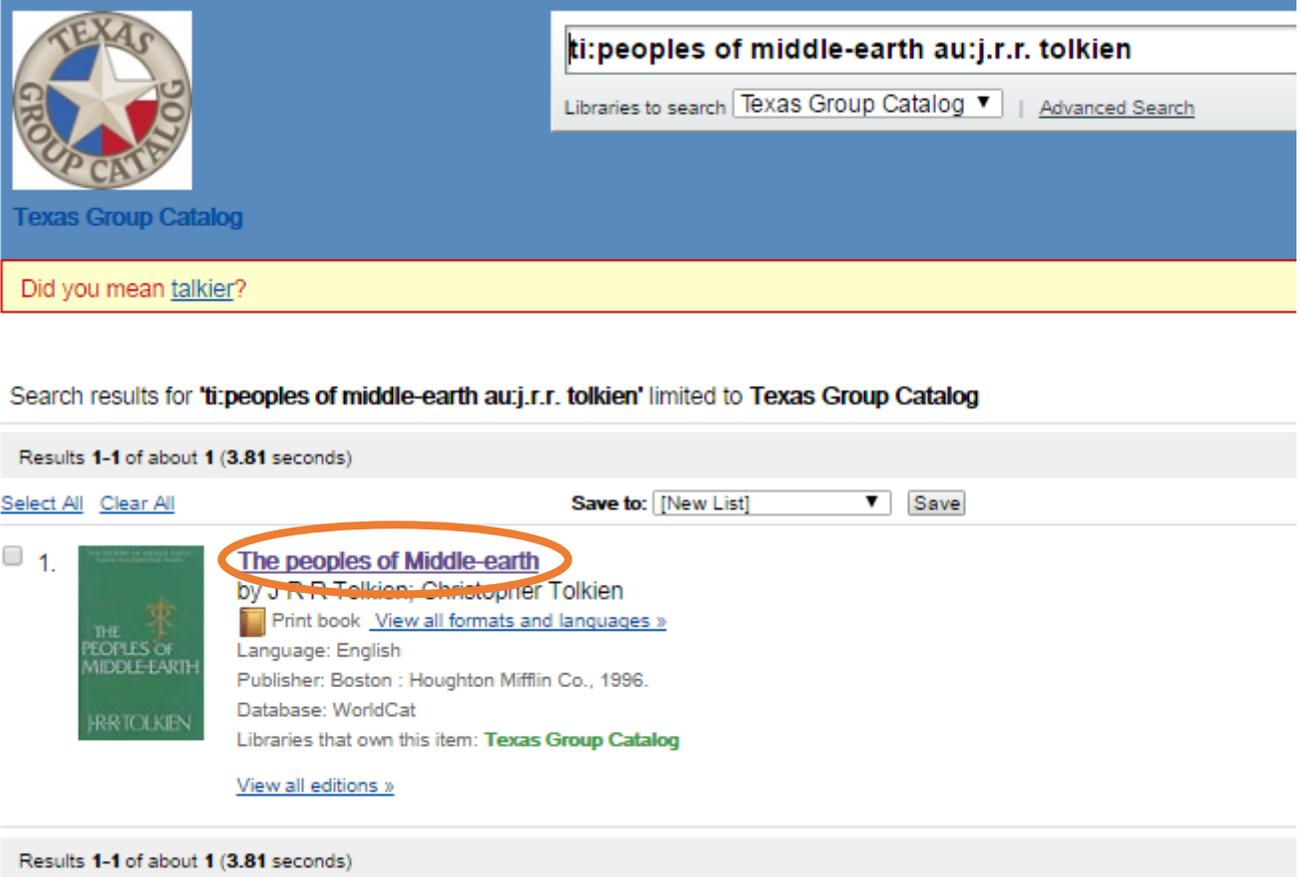


The screenshot shows an "Advanced Search" form. At the top right, there are "Search" and "Clear" buttons, with a green arrow pointing to the "Search" button. Below this is a section "Select a database to search" which lists "WorldCat.org" and an "Add / Remove databases >>" button. The main section is "Enter search terms in at least one of the fields below", which contains three rows of dropdown menus and text input fields. The first row has a dropdown menu set to "Title:" and a text input field containing "peoples of middle-earth". The second row has a dropdown menu set to "Author:" and a text input field containing "J.R.R. Tolkien". The third row has a dropdown menu set to "Author:" and an empty text input field. This entire section is circled in orange. Below this is a "Popular Limits (optional)" section with a checkbox for "Only return peer-reviewed articles". The final section is "Narrow your search (optional)", which includes fields for "Library:" (set to "Texas Group Catalog"), "Year:" (with "from" and "to" input fields), "Audience:" (set to "Any Audience"), "Content:" (set to "Any Content"), "Format:" (set to "All Formats"), and "Language:" (set to "All Languages"). At the bottom right, there are "Search" and "Clear" buttons.

Step 3: Finding the Appropriate Item

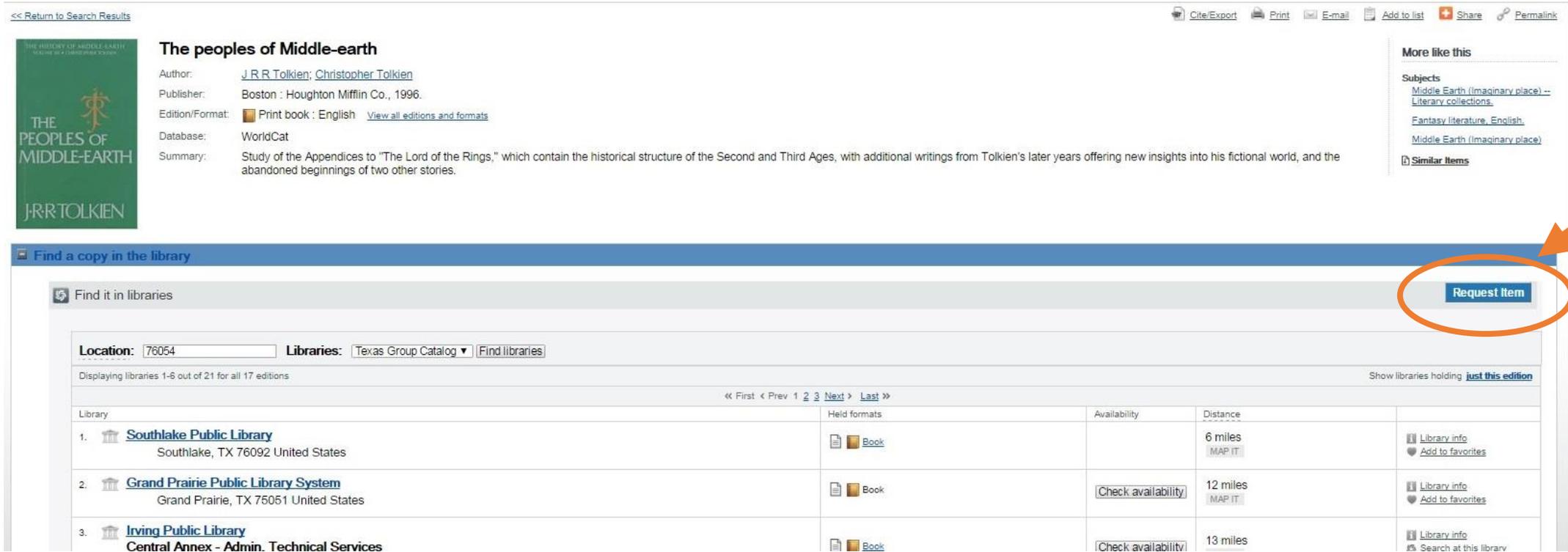
Once you've clicked search, the catalog will bring up all the titles that match your search criteria. Click on the **title** of the item you would like to borrow.

If your search does not yield any results, or the results you desire, try changing your search criteria by giving more or less information. And remember, if you ever have trouble finding a title, feel free to contact the library for assistance.



The screenshot shows the Texas Group Catalog search interface. At the top left is the logo for the Texas Group Catalog, featuring a star and the text "TEXAS GROUP CATALOG". To the right is a search bar containing the query "ti:peoples of middle-earth au:j.r.r. tolkien". Below the search bar, it says "Libraries to search Texas Group Catalog" and "Advanced Search". A yellow banner below the search bar suggests "Did you mean talkier?". The search results section shows "Search results for 'ti:peoples of middle-earth au:j.r.r. tolkien' limited to Texas Group Catalog" and "Results 1-1 of about 1 (3.81 seconds)". There are links for "Select All" and "Clear All", and a "Save to:" dropdown menu set to "[New List]" with a "Save" button. The first result is "1. The peoples of Middle-earth" by J.R.R. Tolkien; Christopher Tolkien. The title "The peoples of Middle-earth" is circled in orange. Below the title are links for "Print book" and "View all formats and languages". Other details include "Language: English", "Publisher: Boston : Houghton Mifflin Co., 1996.", "Database: WorldCat", and "Libraries that own this item: Texas Group Catalog". A link for "View all editions" is also present. At the bottom, it repeats "Results 1-1 of about 1 (3.81 seconds)".

Step 4: Requesting the Item



<< Return to Search Results

Cite/Export Print E-mail Add to list Share Permalink

The peoples of Middle-earth

Author: [J.R.R. Tolkien](#); [Christopher Tolkien](#)

Publisher: Boston : Houghton Mifflin Co., 1996.

Edition/Format: Print book : English [View all editions and formats](#)

Database: WorldCat

Summary: Study of the Appendices to "The Lord of the Rings," which contain the historical structure of the Second and Third Ages, with additional writings from Tolkien's later years offering new insights into his fictional world, and the abandoned beginnings of two other stories.

More like this

Subjects

[Middle Earth \(Imaginary place\) -- Literary collections.](#)

[Fantasy literature, English.](#)

[Middle Earth \(Imaginary place\)](#)

[Similar Items](#)

Find a copy in the library

Find it in libraries

Request Item

Location: Libraries: [Find libraries](#)

Displaying libraries 1-6 out of 21 for all 17 editions Show libraries holding [just this edition](#)

« First < Prev 1 2 3 Next > Last »

Library	Held formats	Availability	Distance	
1. Southlake Public Library Southlake, TX 76092 United States	Book		6 miles MAP IT	Library info Add to favorites
2. Grand Prairie Public Library System Grand Prairie, TX 75051 United States	Book	Check availability	12 miles MAP IT	Library info Add to favorites
3. Irving Public Library Central Annex - Admin. Technical Services	Book	Check availability	13 miles	Library info Search at this library

Clicking on your item will bring up its detail page. This will give you specific information about the item, including a list of libraries near your area that own the item. It also allows you to request the item at this point. So, once you confirm this is the correct item, click on **Request Item**.

Step 4: Setting Your Home Library

Once you request the item, the catalog will ask for your home library. Find Benbrook Public Library on the list and click it. Then click Continue.



Choose your home library:

Type the name of your home library below or select it from the list of available libraries. Please ask your local librarian if you do not find your library listed and would like to request the item.

Benbrook Public Library
Bell/Whittington Public Library
Bellaire City Library
Bellville Public Library
Benbrook Public Library
Bertha Voyer Memorial Library
Betty Foster Public Library
Bonham Public Library
Booker School/Public Library
Breckenridge Library
Bremont Public Library

Keep me logged in to my account.
Don't check this box if you are on a public computer.

Continue

Step 5: Logging In

The catalog will then ask for your login credentials. This is your library card number. Note that your PIN number is the password you normally use to log in to your library account. If you have never changed this password, it is the last four digits of your library card number.

Texas Group Catalog Login

Please enter your Library Card Number:

Please enter your PIN Number:

Step 6: Confirming Your Request

Once you are logged in, the catalog will ask you to confirm your request once more and give you a few final options. Here's what they mean:

Need by date: If there is a specific date after which you do not need the item, then you may put that date here. Once this date is past, the catalog will discard your request. If you leave this information blank, the system will keep your request active until either there are no libraries willing to lend the item or the request has been inactive for six months. Unless you have a strict deadline by which you need the item, we recommend setting this date to at least three weeks in the future.

Patron instructions: If you have any special requests to the lending library, or you would only like a specific edition of the book, you can place that request here.

Request this item

Fields marked with an asterisk * are required.

Title:	The peoples of Middle-earth
Author:	J R R Tolkien; Christopher Tolkien
Publisher:	Boston : Houghton Mifflin Co., 1996.
Edition/Format:	 Book : English
ISBN:	0395827604 9780395827604
OCLC Number:	35673495
Need by Date (eg:MM/DD/YYYY):	<input type="text"/>
Pickup Location:	Benbrook Public Library
Email Address:	<input type="text"/>
Patron Instructions:	<input type="text"/>
Requested Edition:	Any Edition ▼

Or, [Cancel and Go Back](#)

Step 7: Confirmation Page

Once you have placed your request, the system will give you a confirmation page with the **identification number** for your request. Congratulations! Your part is done. You'll receive an automated confirmation email from noreply@vdxhost.com

From here, our library will receive a notification about your request, and we will take care of the final steps. You will receive an automated email from noreply@vdxhost.com when your item is ready to be picked up, and the library will contact you if there are any issues with your request.

* Please note, while we will make every attempt to fulfill your request, there are occasionally times that it cannot be filled based on the loan policies of the lending library. If this is the case, the library will let you know if we are unable to fill your request.*

Please feel free to contact the library at any point if you have questions about your request.

Request Submitted

Your request has been successfully sent

Title: The peoples of Middle-earth

Author: J R R Tolkien; Christopher Tolkien

Format: Book

Request ID: 3993020

[Return to Item](#)

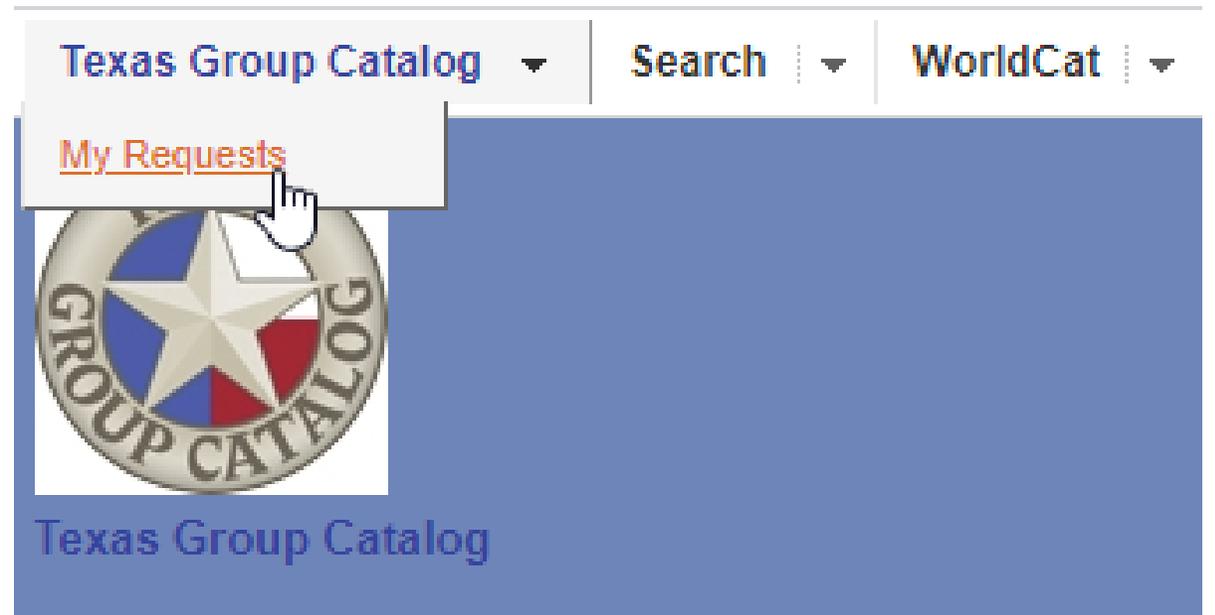
Step 8: Check Your Request Status

If at any point you'd like to check on the status of your request(s), in the top left corner of the page on which you search for items, hover your mouse over "Texas Group Catalog," then click "My Requests."

When you are asked to select your home library, Benbrook Public Library should already be selected. Click "Continue."

On the login screen, enter your library barcode number and your PIN number (the last four digits of your barcode number, unless you've changed it).

You'll now be able to see any active requests you have and their current status. "Pending" means the request is awaiting a lender and hasn't yet been shipped, "Shipped" means the item is on the way to us, and "Received" means we have received the item and it may be picked up, if you haven't already picked it up from us.



If you have questions or need further assistance, contact us!

Phone: 817-249-6632

E-mail: reference@benbrooklibrary.org

Facebook: facebook.com/BenbrookLibrary

