

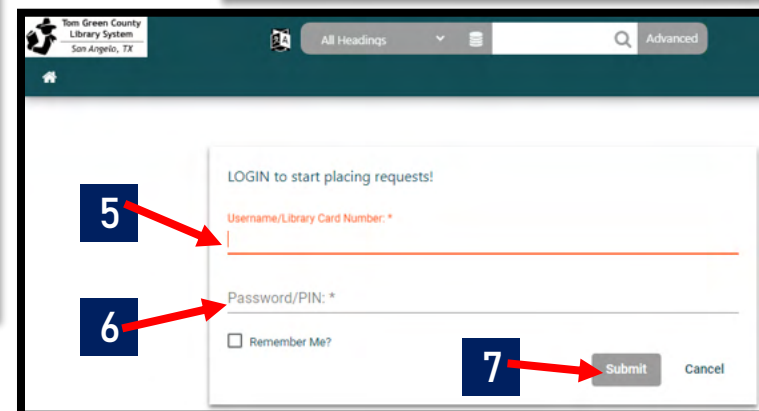
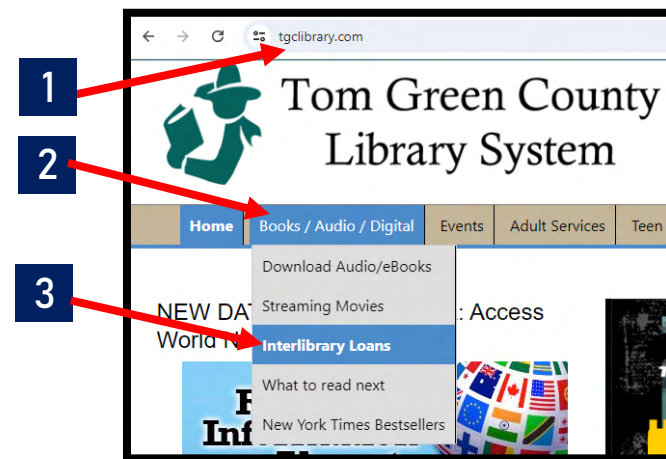
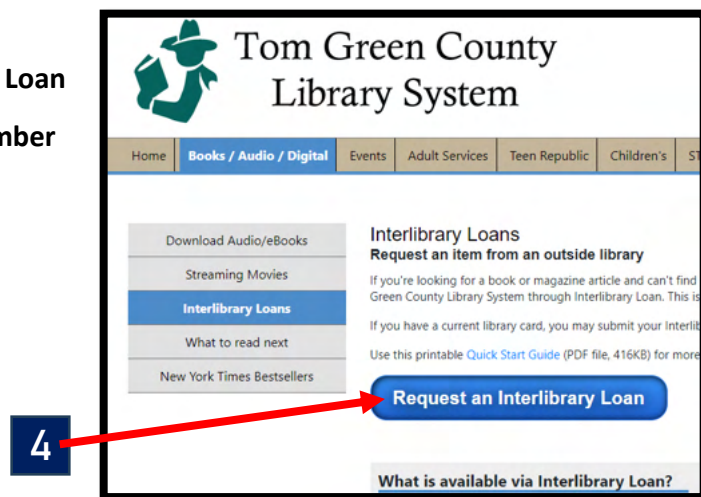
# How to Place an Interlibrary Loan

Use this guide to learn how to search for items available through Interlibrary Loan, submit a request, and tracking your requests.

## Log In

To log into the Interlibrary Loan system:

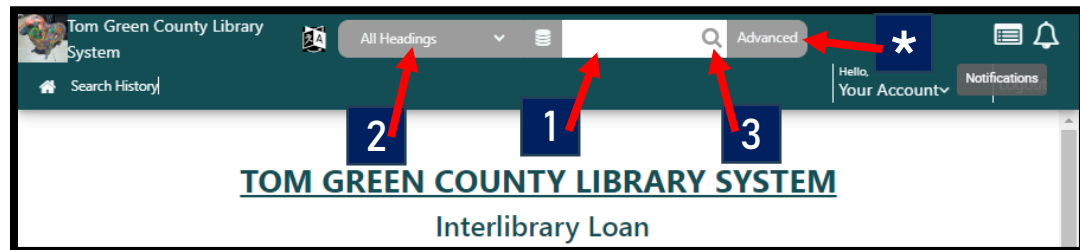
1. In your web browser, go to [www.tgclibrary.com](http://www.tgclibrary.com)
2. On the library's website, highlight/tap '**Books / Audio / Digital**'
3. Click/tap **Interlibrary Loans**
4. Click/tap **Request an Interlibrary Loan**
5. Enter your valid **Library Card Number** (with no spaces)
6. Enter your **PIN**
7. Click/tap **Submit**



## Quick Search

Quick Search lets you find materials based on the word(s) you enter. You can search using one or more words in your search term.


1. Type your search (title, author, subject, etc.) in the **Quick Search** text box
2. Click/tap the **Index** menu to choose the index you wish to search. You can search **All Headings**, or a single selected index (**Title**, **Author**, **Subject**, etc.).
3. Click/tap the **Search** button (or press Enter) to submit a search.

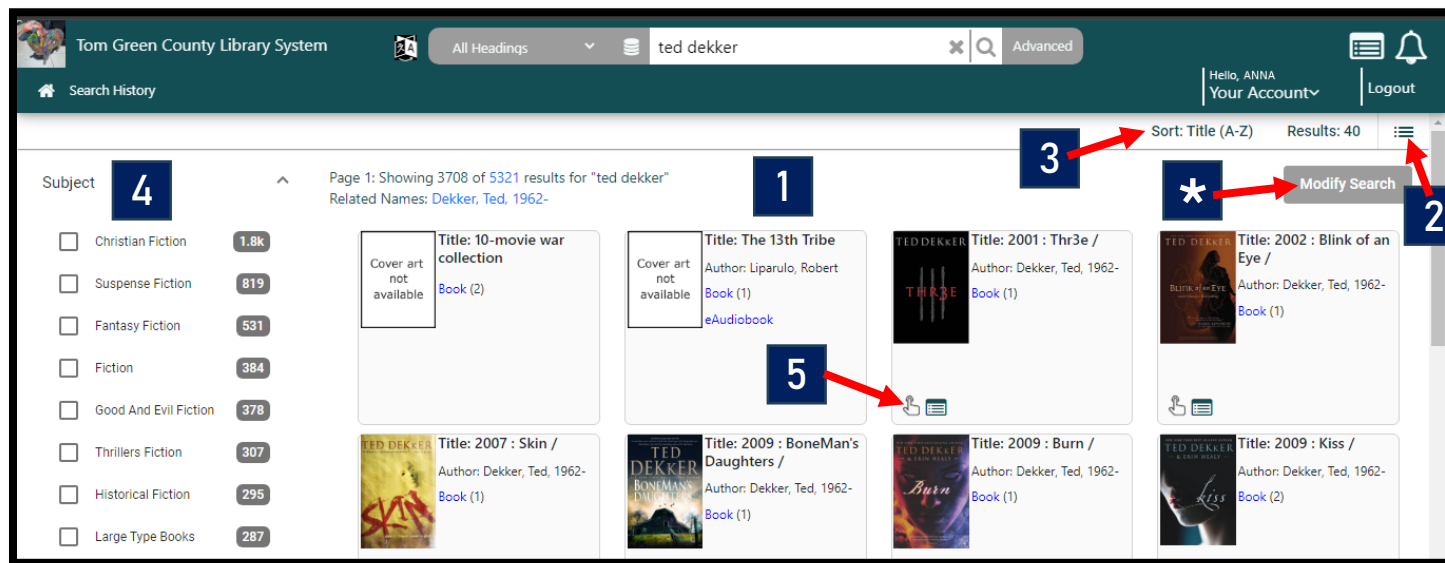


\* Click/tap the **Advanced** to use multiple search queries using the logical functions '**And**', '**Or**', and '**Not**' and to apply advanced filters.

## Brief Browse List

The Brief Browse List shows search results included in your search.

1. Results are displayed. Click/tap a result for a full record display of the title.
  2. **Change View** button
    - Gallery View
    - List View
  3. **Sort** the list by Relevance, Title, or Author
  4. **Filter** the results to narrow results
  5. Click/tap the  **Request this item** icon to request it
- \* Click/tap **Modify Search** to modify your search.



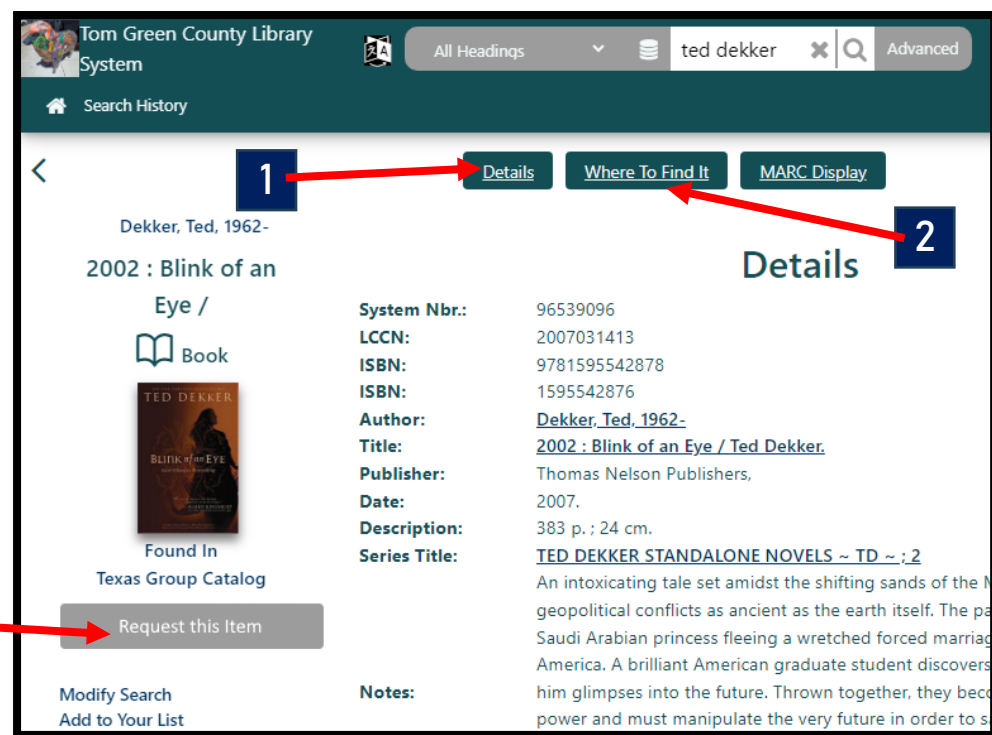
## Full Record Display

After clicking/tapping a title from the 'Brief Browse List', the 'Full Record Display' for the item will display.

It includes bibliographic information for the title and an image of the book jacket.

You can display more **Details**, find out **Where To Find It**, and see a **MARC Display** the item.

1. **Details** displays biographical information on the title
2. **Where to Find It** displays a list of libraries owning the material and includes if the item is currently available for borrowing.
3. Click/tap **Request this Item** to place an interlibrary loan request for the item.



## Submitting ILL Requests

When you click/tap a **Request this Item** icon for a title on a Brief Browse List or on a Full Record Display, the ILL Request Form displays.

- Fields with a red asterisk must be filled in.
  - Most of the required information will autofill automatically from your library account.
1. In the **Patron's Contact 1** field, enter an email address (this will provide the quickest notification of the ILL's arrival)
  2. Click/tap **Pickup Location Options** to choose which library location to pick up your request at:
    - Central Main Branch
    - North Angelo Branch
    - West Angelo Branch
- \* Click/tap **Set Default Pickup Location** to make your choice the default for future requests.
3. To complete your request, click/tap the **Submit** button.
  4. The ILL Request Details box will appear outlining the completed ILL request. Click/tap **OK** to finish.

### ILL Request

Your request **15359** has been submitted - 7/9/2024  
The system will check for lenders; this will take some time. Please check your My Account later for a status on this request.

#### ILL Request Details

Request ID	15359
Request Date	7/9/2024
Request Status	Awaiting Lenders
Request Type	Returnable (loan)
Title/Journal Title	2002 : Blink of an Eye
Author/Creator	Dekker, Ted; 1962-
Publisher (Place, Name, Date)	Nashville, Tenn Thomas Nelson Publishers 2007.
Any Edition is Acceptable	true
ISBN	9781595542878 1595542876
OCLC Number	154697506
Need by	10/7/2024
Patron's Last Name	Smith
Patron's First Name	Anna
Patron's Library Card Number	
Patron's Contact 1	

OK

Tom Green County Library

All Headings blink of an eye dek Advanced

Hello, ANNA Your Account Logout

Search History

Returnable (loan) Non-Returnable (copy)

## Returnable (loan)

**PATRON NOTICE:** We do our best to fill your request. Some items, such as DVDs, audio-books, and Large Print Format are particularly hard to obtain.

Title/Journal Title

2002 : Blink of an Eye

Author/Creator

Dekker, Ted; 1962-

Publisher (Place, Name, Date)

Nashville, Tenn Thomas Nelson Publisher 2007.

Any Edition is Acceptable

☒

Volumes Needed

ISBN

9781595542878 1595542876

OCLC Number

154697506

Need by \*

10/4/2024

Patron's Payment Options

Patron's Notes

Patron's Last Name \*

SMITH

Patron's First Name

ANNA

Patron's Library Card Number

Patron's Contact 1 \*

Patron's Address 1

Patron's Address 3 (City, State, ZIP)

SAN ANGELO TX 76901

Pickup Location Options

Central Main Branch

Set Default Pickup Location

Submit

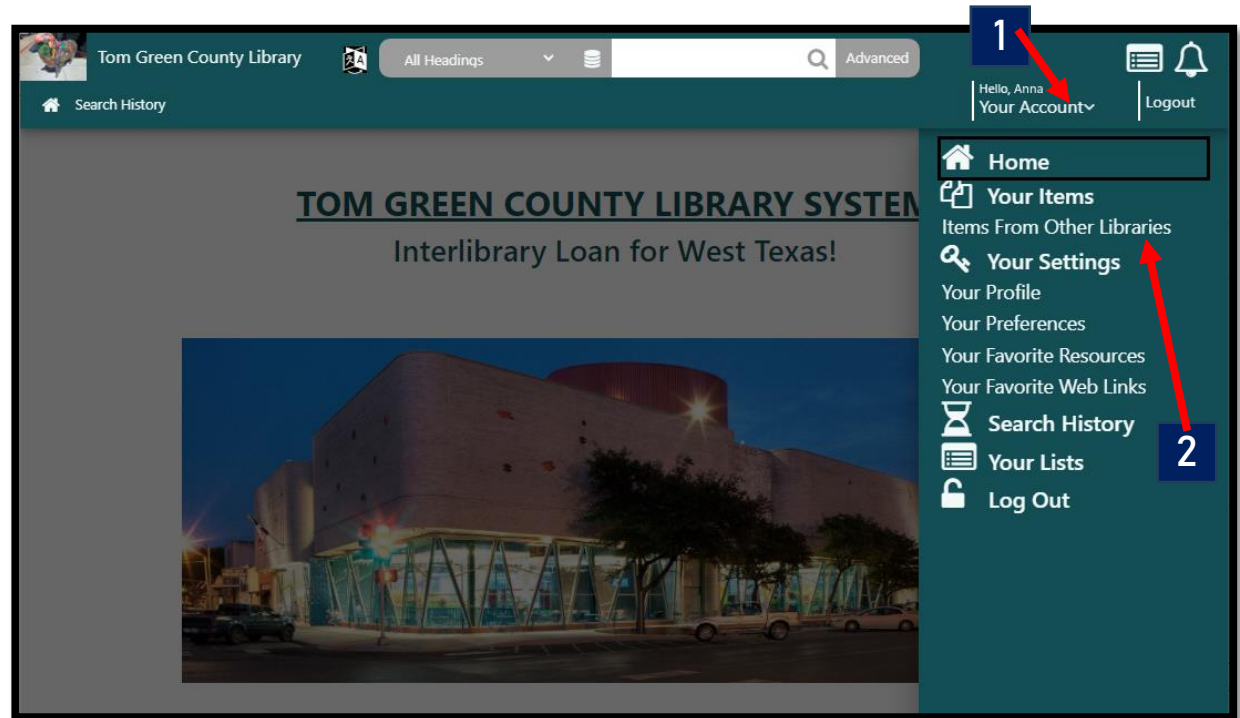
Cancel

- Central Main Branch
- Central Main Branch
- North Angelo Branch
- West Angelo Branch

## Tracking Your Requests

You can use the ILL system to track your requests, and cancel them.

1. Click/tap **Your Account**
2. Click/tap **Items From Other Libraries**



The items you have requested will appear with the current status of each request displayed.

You can have up to five items in your list at the same time, which may include pending requests, arrived items, checked out items, and items being returned.

\* Use the **Sort By** drop down menu to sort your list of requests.

3. You can click/tap **Hide** to hide an individual request on your ILL list.
4. You can redisplay any requests that are hidden. Click/tap **Show Hidden Requests**.
5. Depending on the status of your request, you may have the option to change the **Pickup Location**.
  - Central Main Branch
  - North Angelo Branch
  - West Angelo Branch
6. For items still “in processing”, you can cancel your request. Click/tap **Cancel Item**.

