

Interlibrary Loan from Allen Public Library Catalog (User Guide)

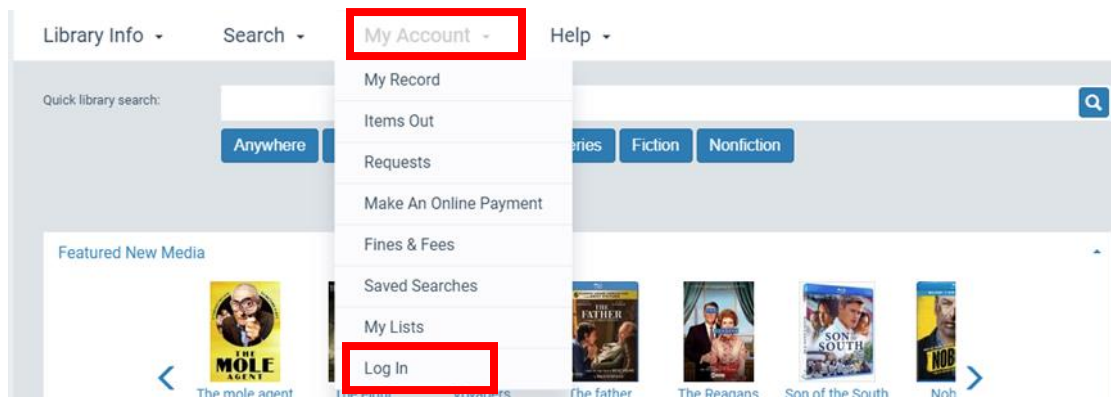
Glossary of Terms

- **INACTIVE** - An Inactive hold request indicates items are being searched to fill the request.
- **ACTIVE**** - An Active status indicates an item can fill the hold request.
- **HELD** - A Held request indicates the item is ready for the patron to pick up.

***Sometimes an Active status will not be present, your request will go from Inactive to Held.*

How to Place an Interlibrary Loan Request

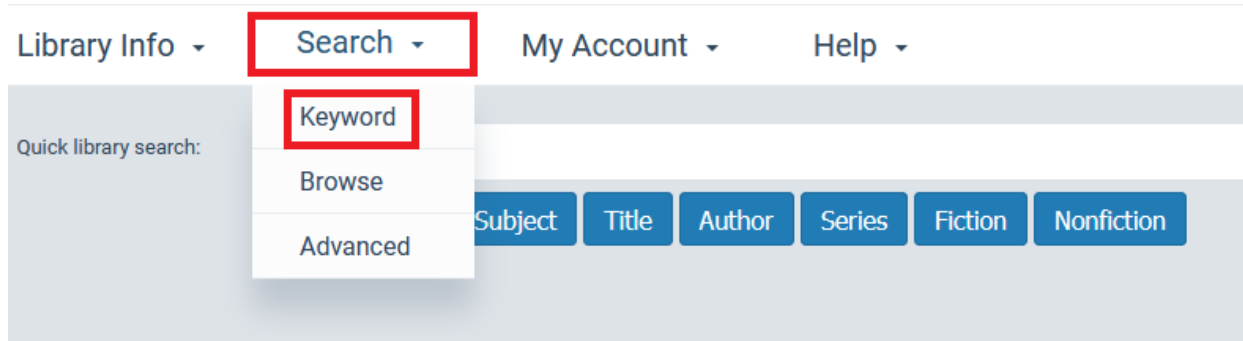
1. Select MY ACCOUNT from the menu bar, then select the LOG IN option from the drop-down menu.



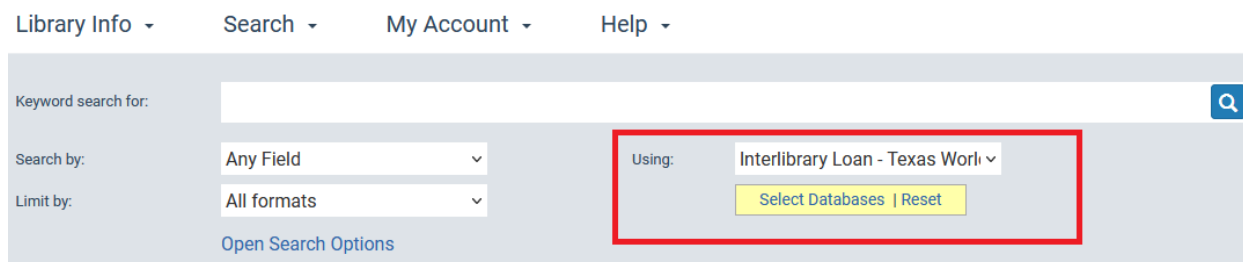
2. Enter your full library card number (no spaces) and password, then click the LOG IN button.

A screenshot of the library website's login page. The navigation bar at the top includes 'Library Info', 'Search', 'My Account', and 'Help'. Below the navigation bar, there is a link that says 'NEW? CLICK HERE TO SIGN UP NOW'. The main content area contains the text 'Please enter your barcode and password (note: if you did not create your own password try the last 4 digits of your phone number)'. Below this text are two input fields: 'Barcode:' and 'Password:'. Both input fields are highlighted with a red box. Below the 'Password:' field is a link that says 'Forgot your password?'. Below the input fields is a blue button labeled 'Log In', which is also highlighted with a red box. At the bottom of the page, there is a link that says 'Don't forget to log out...'.

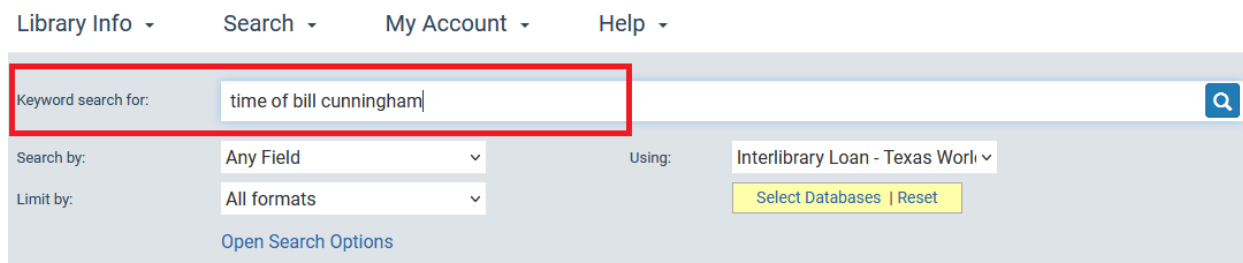
3. Select SEARCH from the menu bar, then select the KEYWORD option.




4. Select the INTERLIBRARY LOAN - TEXAS WORLD GROUP option from the USING dropdown menu.



5. Search in the KEYWORD box for the item.



6. Find the item you want to request, then click the PLACE REQUEST button. Please notice the SOURCE is the INTERLIBRARY LOAN - TEXAS WORLD GROUP.



2. **The *times of Bill Cunningham***

Description: 1 videodisc (76 min.) : sound, color with black and white sequences ; 4 3/4 in.

... The ***times of Bill Cunningham*** / a film by Mark Bozek ; a Live Rocket production ; in ...

Language Note: In English with optional English subtitles for the deaf and hard-of-hearing (SDH).

Call Number: TR140.C778 T563 2020

FULL DISPLAY

PLACE REQUEST

Add to List

Source: Interlibrary Loan - Texas World Group

7. Confirm the item displayed is the item you want to request from Interlibrary Loan.

Library Info - Search - My Account - Help -

Place a request:



The times of Bill Cunningham

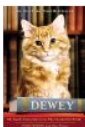


You are about to place an Inter-Library Loan request for an item from a remote library system. Do you want to place this request?

8. If Allen Public Library has the item, please place a local hold on the item.

Library Info - Search - My Account - Help -

Place a request:



Dewey : the small-town library cat who touched the world

Author: Myron, Vicki.



Item is available locally. Would you like to place a local hold request?


Yes

No

9. The item will display in the REQUESTS section of your online account. The status will remain INACTIVE for 4-6 weeks until the Lending Library reviews and ships the item request. When the item comes to Allen Public Library the status will change to HELD, you will get a notification to pick up your requested item. Please note, requested items do not always appear as ACTIVE. You may see the status change from INACTIVE to HELD.

[i - more information](#)
[f - additional note](#)

Requests

<input type="checkbox"/>	Title	Status	Hold Position ▲	Pickup Library	Format
<input type="checkbox"/>	The times of Bill Cunningham	Inactive (since 6/15/2021)		Allen Public Library	 i
<input type="checkbox"/>	Genies don't ride bicycles by Dadey, Debbie.	Active (since 6/17/2021)		Allen Public Library	 i