

Interlibrary Loan (ILL)

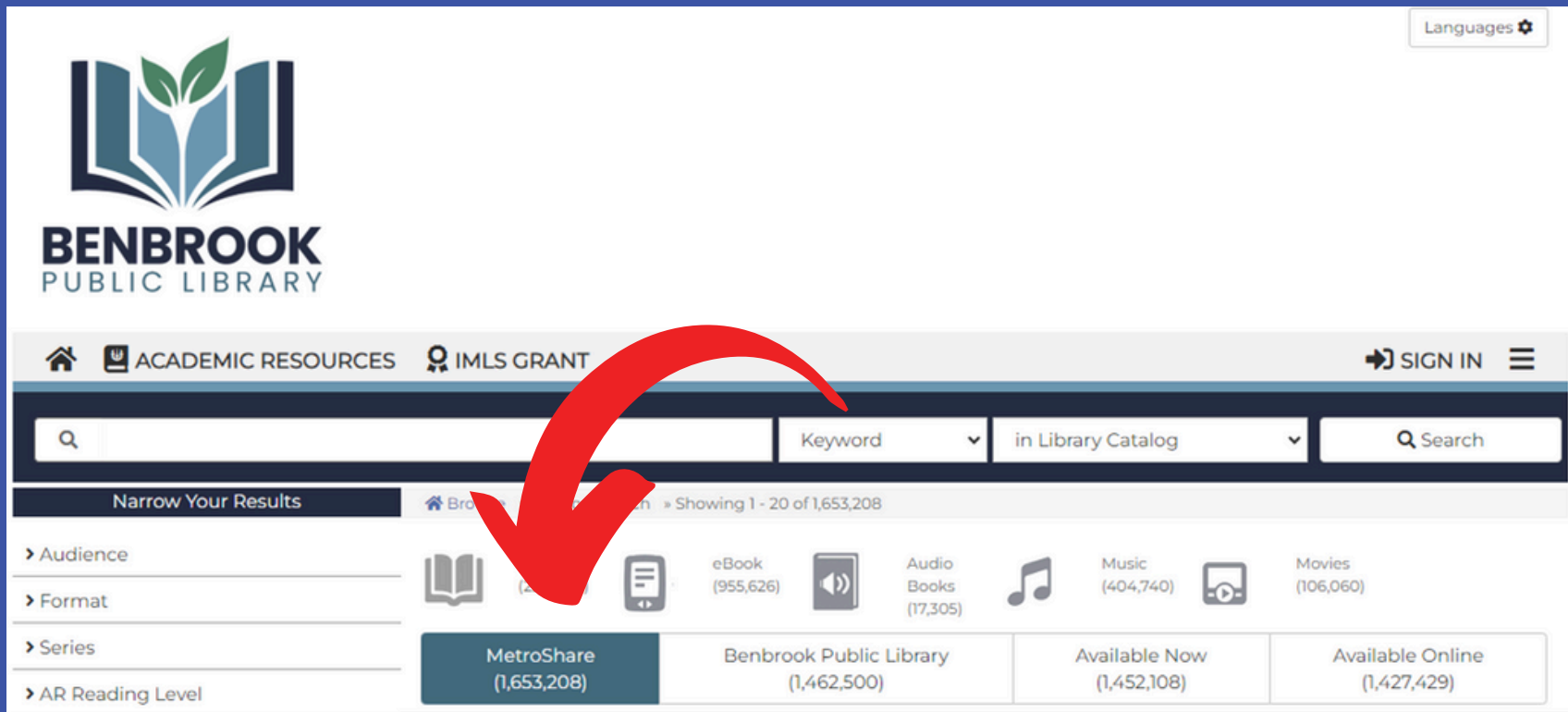


Interlibrary Loan is a system that libraries in Texas participate in, which allows their patrons to borrow from a larger network and obtain items that, for various reasons, are not available within their own library system.

It's a free service that is offered to Benbrook resident adult and non-resident adult cardholders.

*Any fees assigned by the lending library for lost or damaged materials will be charged to borrowing patron's account.

Once you're sure that Benbrook library and our MetroShare partner libraries do not own the item, follow these instructions to place your ILL request.



Checking MetroShare Libraries

***Please do this before
placing an ILL request***

We are now part of a consortium of libraries, and you're able to request from those libraries and have their items sent to Benbrook Public Library for pick up.

When searching the catalog, you will see a tab above your search result labeled "MetroShare." Clicking that tab will show you items owned by our partner libraries.

If you find an item you'd like to borrow, you may place a hold on it, just as you can with items we own.

Step 1 : The Website

There are multiple ways to get to the website, including:

1. Follow this link to the Texas Armadillo Network:

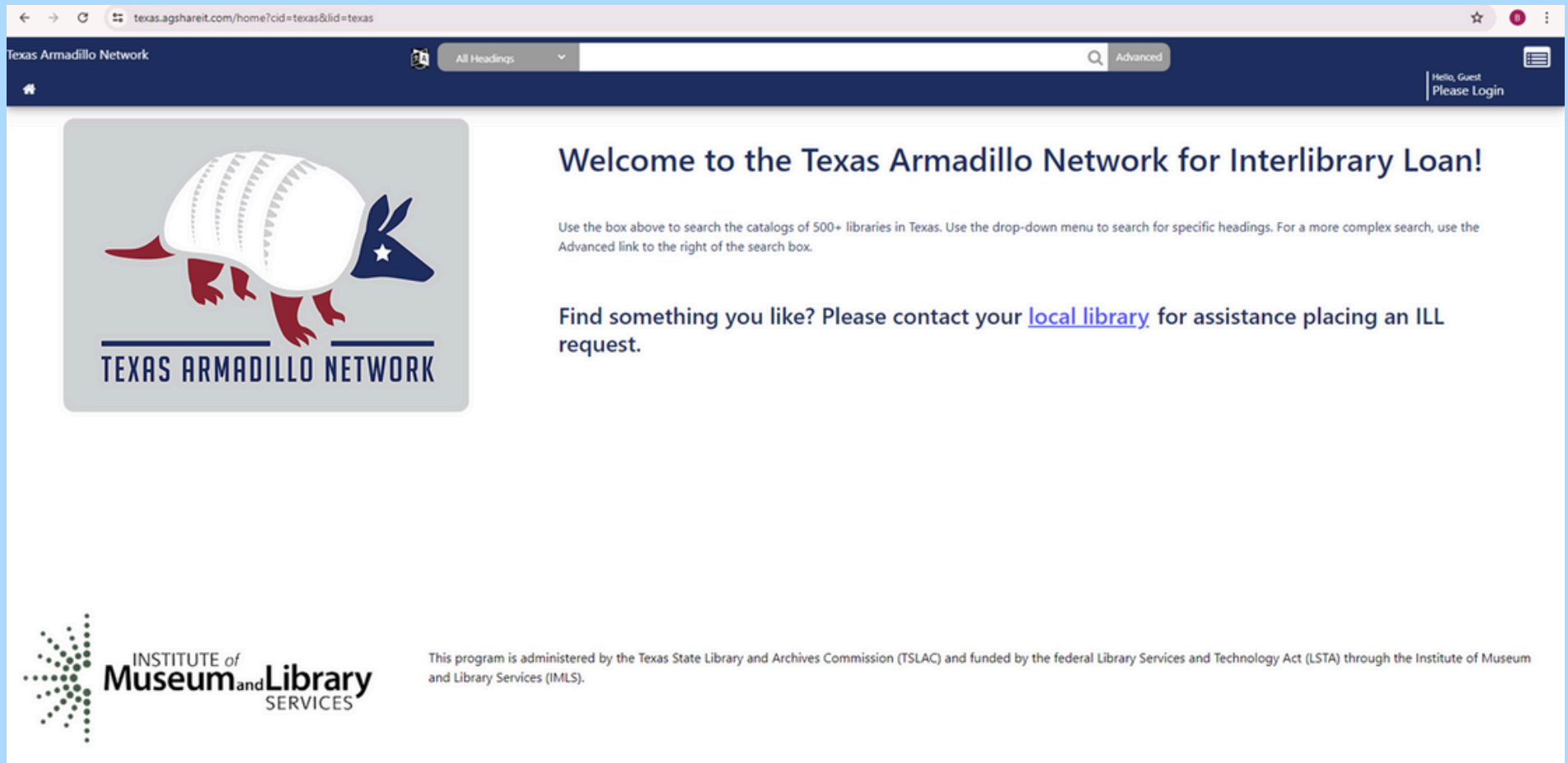
<https://texas.agshareit.com/home?cid=texas&lid=texas>

2. From our website, on the top menu, click ILL. Once on our ILL page you can click Request Interlibrary Loan.

Request an Interlibrary Loan



Step 1: The Website, continued:



The screenshot shows the homepage of the Texas Armadillo Network. The browser address bar displays `texas.agshareit.com/home?cid=texas&lid=texas`. The website has a dark blue header with the text "Texas Armadillo Network" on the left, a search bar in the center with a dropdown menu set to "All Headings" and an "Advanced" link, and a user greeting "Hello, Guest Please Login" on the right. The main content area features a large graphic of an armadillo with a Texas flag pattern on its back and the text "TEXAS ARMADILLO NETWORK" below it. To the right of the graphic, the heading "Welcome to the Texas Armadillo Network for Interlibrary Loan!" is followed by instructions on how to use the search bar. Below this, a paragraph encourages users to contact their local library for assistance with an ILL request. At the bottom left, the logo for the "INSTITUTE of Museum and Library SERVICES" is displayed. At the bottom right, a small text block states that the program is administered by the Texas State Library and Archives Commission (TSLAC) and funded by the federal Library Services and Technology Act (LSTA) through the Institute of Museum and Library Services (IMLS).

texas.agshareit.com/home?cid=texas&lid=texas

Texas Armadillo Network

All Headings

Advanced

Hello, Guest
Please Login

Welcome to the Texas Armadillo Network for Interlibrary Loan!

Use the box above to search the catalogs of 500+ libraries in Texas. Use the drop-down menu to search for specific headings. For a more complex search, use the Advanced link to the right of the search box.

Find something you like? Please contact your [local library](#) for assistance placing an ILL request.

TEXAS ARMADILLO NETWORK

INSTITUTE of
Museum and Library
SERVICES

This program is administered by the Texas State Library and Archives Commission (TSLAC) and funded by the federal Library Services and Technology Act (LSTA) through the Institute of Museum and Library Services (IMLS).

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.

All Headings Q Advanced

Advanced Search Reset

All of these words ▼

All of these words ▼

All of these words ▼

Title ▼

Author ▼

Subject ▼

AND ▼

AND ▼

AND ▼

Sort Order - Relevance ▼

Catalogs to Search

☐ Clear All
☒ Check All
☐ Set Default
☒ Collapse All

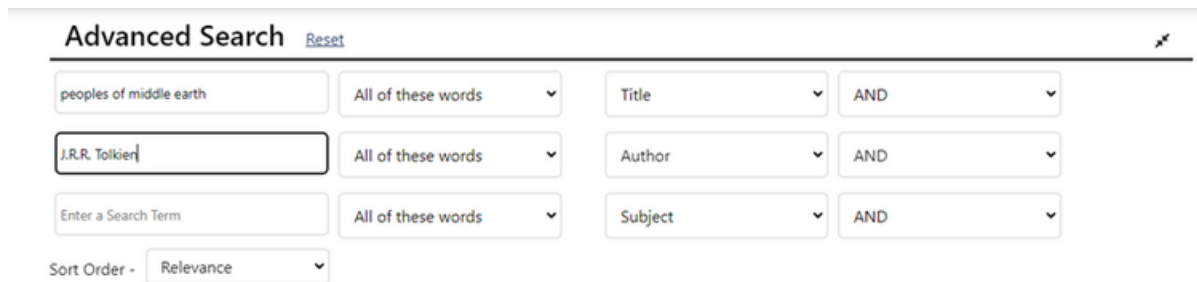
- ☒ Union Catalog
- ☒ Texas Gov't Catalog
- ☐ Texas Libraries

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> A.H. Meadows Library <input checked="" type="checkbox"/> Allan Shivers Library & Museum <input checked="" type="checkbox"/> Arkansas County Library System <input checked="" type="checkbox"/> Austin Memorial Library <input checked="" type="checkbox"/> Baylor University <input checked="" type="checkbox"/> Bee Cave Memorial Library <input checked="" type="checkbox"/> Betty Foster Public Library <input checked="" type="checkbox"/> Brazoria County Library System <input checked="" type="checkbox"/> Bryan and College Station Public Library System <input checked="" type="checkbox"/> Carrollton Public Library <input checked="" type="checkbox"/> Chambers County Library System <input checked="" type="checkbox"/> Cochran County Love Memorial Library <input checked="" type="checkbox"/> Comanche Public Library <input checked="" type="checkbox"/> Corrus Christi Public Library <input checked="" type="checkbox"/> Crockett County Public Library <input checked="" type="checkbox"/> Dallas Public Library <input checked="" type="checkbox"/> Dickinson Public Library <input checked="" type="checkbox"/> M. Gilliam Memorial Library <input checked="" type="checkbox"/> El Campo Public Library <input checked="" type="checkbox"/> Julia & David Wintermann Library 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Abilene Library Consortium <input checked="" type="checkbox"/> Allen Memorial Public Library <input checked="" type="checkbox"/> Arlington Public Library System <input checked="" type="checkbox"/> Austin Public Library <input checked="" type="checkbox"/> Beaumont Public Library <input checked="" type="checkbox"/> Best Southwest Libraries <input checked="" type="checkbox"/> Bibliotech <input checked="" type="checkbox"/> Brownsville Public Library <input checked="" type="checkbox"/> Burnet County Library System <input checked="" type="checkbox"/> Castroville Public Library <input checked="" type="checkbox"/> City/County Library <input checked="" type="checkbox"/> Coleman Public Library <input checked="" type="checkbox"/> Converse Public Library <input checked="" type="checkbox"/> Cosby Library and Community Commons <input checked="" type="checkbox"/> Cosby County Library <input checked="" type="checkbox"/> Deer Park Public Library <input checked="" type="checkbox"/> Dripping Springs Community Library <input checked="" type="checkbox"/> East Travis Gateway Library District <input checked="" type="checkbox"/> El Paso Public Library <input checked="" type="checkbox"/> Euless Public Library 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Alice Salinas Public Library <input checked="" type="checkbox"/> Allen Public Library <input checked="" type="checkbox"/> Arthur Temple Sr. Memorial Library <input checked="" type="checkbox"/> Bastrop Public Library <input checked="" type="checkbox"/> Bedford Public Library <input checked="" type="checkbox"/> Best Southwest Library Partners <input checked="" type="checkbox"/> Bonham Public Library <input checked="" type="checkbox"/> Brownswood Community Library <input checked="" type="checkbox"/> Camo Wood Public Library <input checked="" type="checkbox"/> Cedar Park Public Library <input checked="" type="checkbox"/> Cleburne Public Library <input checked="" type="checkbox"/> Colleyville Public Library <input checked="" type="checkbox"/> Cooperas Cove Public Library <input checked="" type="checkbox"/> Crane County Library <input checked="" type="checkbox"/> Crowley Public Library <input checked="" type="checkbox"/> Denton Public Library <input checked="" type="checkbox"/> Disocoll Public Library <input checked="" type="checkbox"/> Ector County Library <input checked="" type="checkbox"/> Ethel - Whipple Memorial Library <input checked="" type="checkbox"/> Falls City Public Library
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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, and subject.

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



Advanced Search [Reset](#)

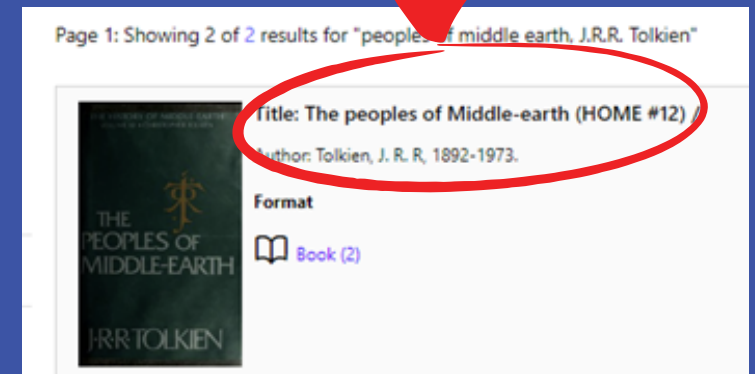
peoples of middle earth	All of these words ▼	Title ▼	AND ▼
J.R.R. Tolkien	All of these words ▼	Author ▼	AND ▼
Enter a Search Term	All of these words ▼	Subject ▼	AND ▼

Sort Order - Relevance ▼

Step 3 : Finding the Appropriate Item

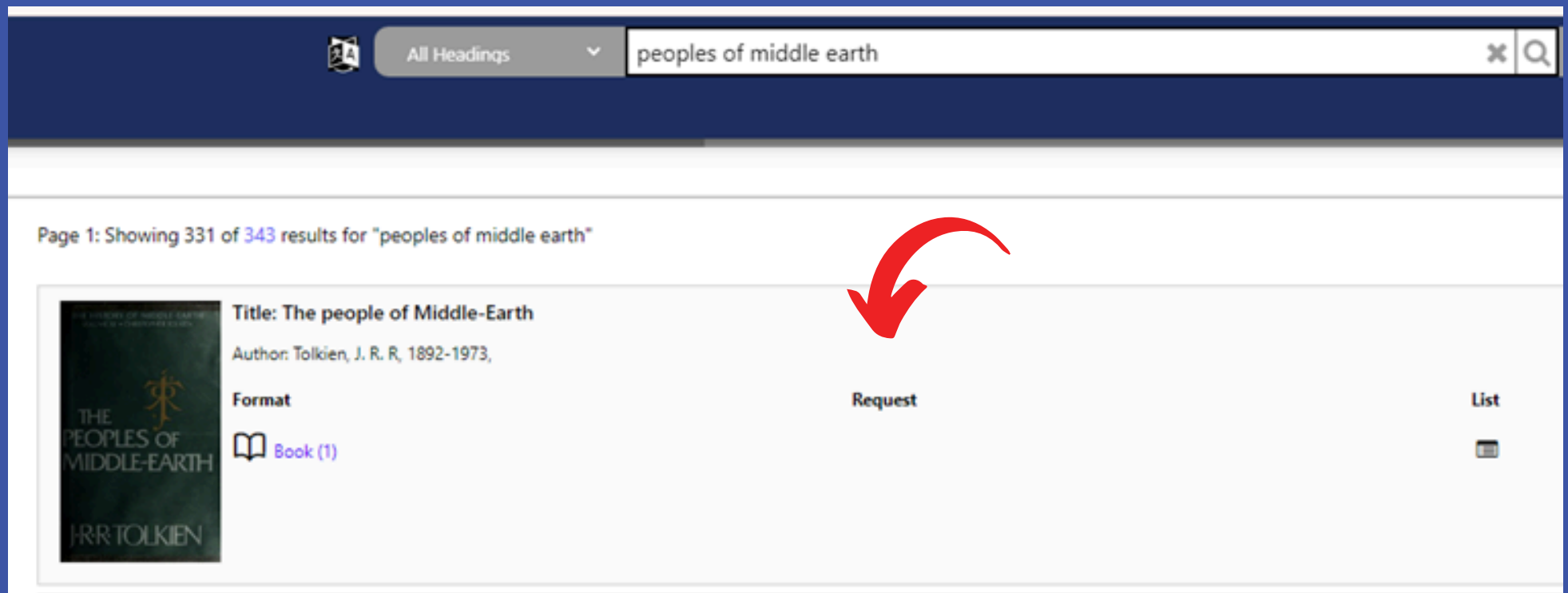
Once you've clicked search, the catalog will bring up all the titles that match your search criteria. Click on the title of the item you would like to borrow.

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.



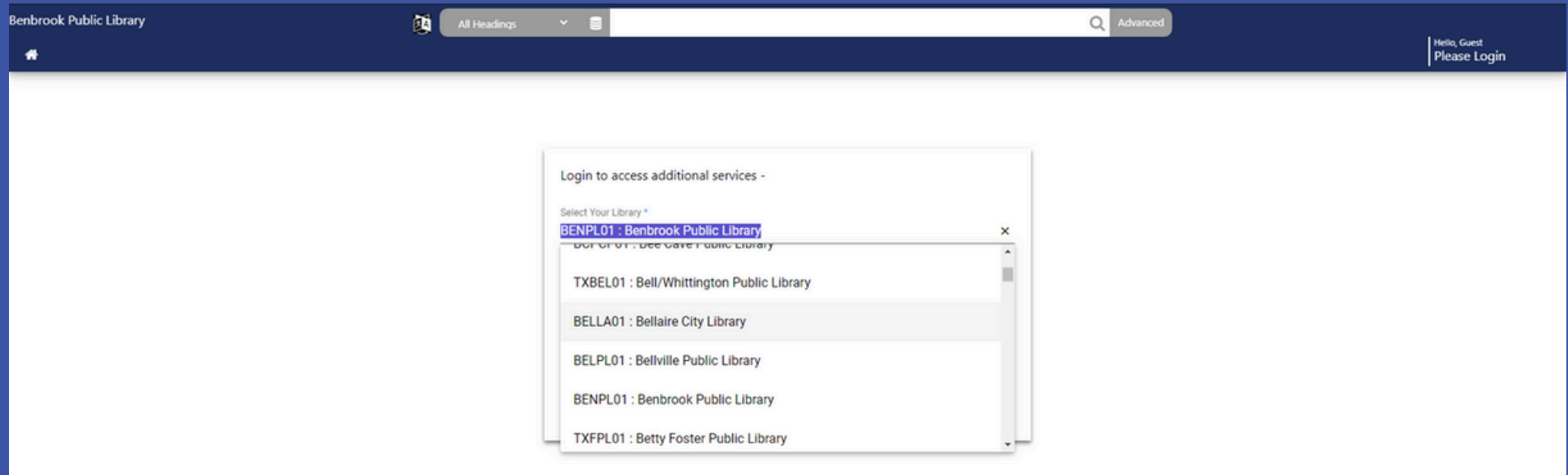
Step 4 : Requesting the Item

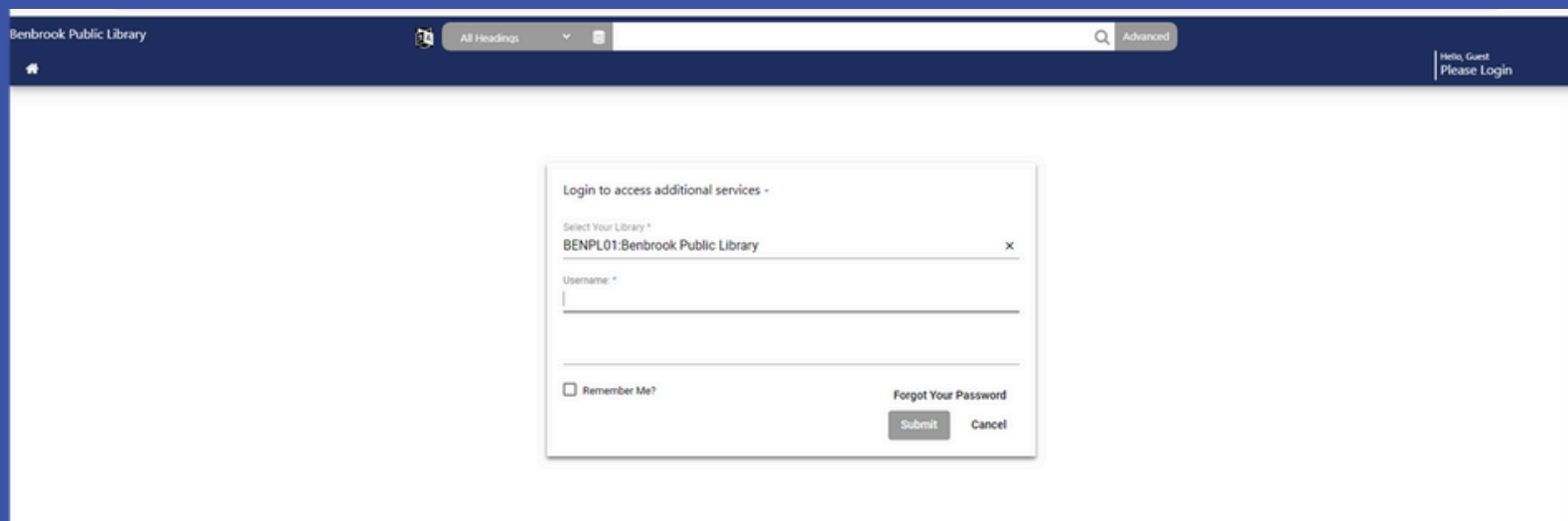
Clicking on your item will bring up its detail page. This will give you specific information about the item, including a list of libraries near your area that own the item. It also allows you to request the item at this point. So, once you confirm this is the correct item, click on Request Item.



Step 5 : 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.





Benbrook Public Library

All Headings

Advanced

Hello, Guest
Please Login

Login to access additional services -

Select Your Library *

BENPL01:Benbrook Public Library

X

Username: *

☐ Remember Me?

Forgot Your Password

Submit Cancel

Step 6 : 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 phone number.

Step 7: 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 automatically set it for one month out. Unless you have a strict deadline by which you need the item, we recommend leaving this blank.

Patron's contact 1: If you have an email address, type it here. This is how you will be contacted once the item is received.

Returnable (loan)

Non-Returnable (copy)

Returnable (loan)

Title/Journal Title

The people of Middle-Earth [Book]

Author/Creator

Tolkien, J. R. R

Publisher (Place, Name, Date)

Boston

Houghton Mifflin Co.

1996.

Any Edition is Acceptable

☒

Volumes Needed

ISBN

9780395827604


0395827604

OCLC Number

35673495

Need by *

9/30/2024



Patron's Payment Options

Patron's Notes

Patron's Last Name *

Patron's First Name

Patron's Library Card Number

Submit

Cancel

Step 8 : Confirmation Page

ILL Request

Your request 12959 has been submitted - 7/2/2024

ILL Request Details

Request ID	12959
Request Date	7/2/2024
Request Status	Awaiting Lenders
Request Type	Returnable (loan)
Title/Journal Title	The people of Middle-Earth [Book]
Author/Creator	Tolkien, J. R. R.

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. Once the request has been submitted you will receive an automated confirmation email.

From here, our library will receive a notification about your request, and we will take care of the final steps. . You will receive an email 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 contact you.

Interlibrary Loan (ILL)



Address

1065 Mercedes St.
Benbrook, TX 76126

Phone:
817-249-6632

Facebook:

www.facebook.com/BenbrookLibrary

Email:

ill@benbrooklibrary.org

Hours

Monday - Thursday:
8 am - 8 pm

Friday - Saturday
10 am - 5 pm

Sunday
Closed