# Interlibrary Loan (ILL)

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.

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.

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.

**BENBROOK**
PUBLIC LIBRARY
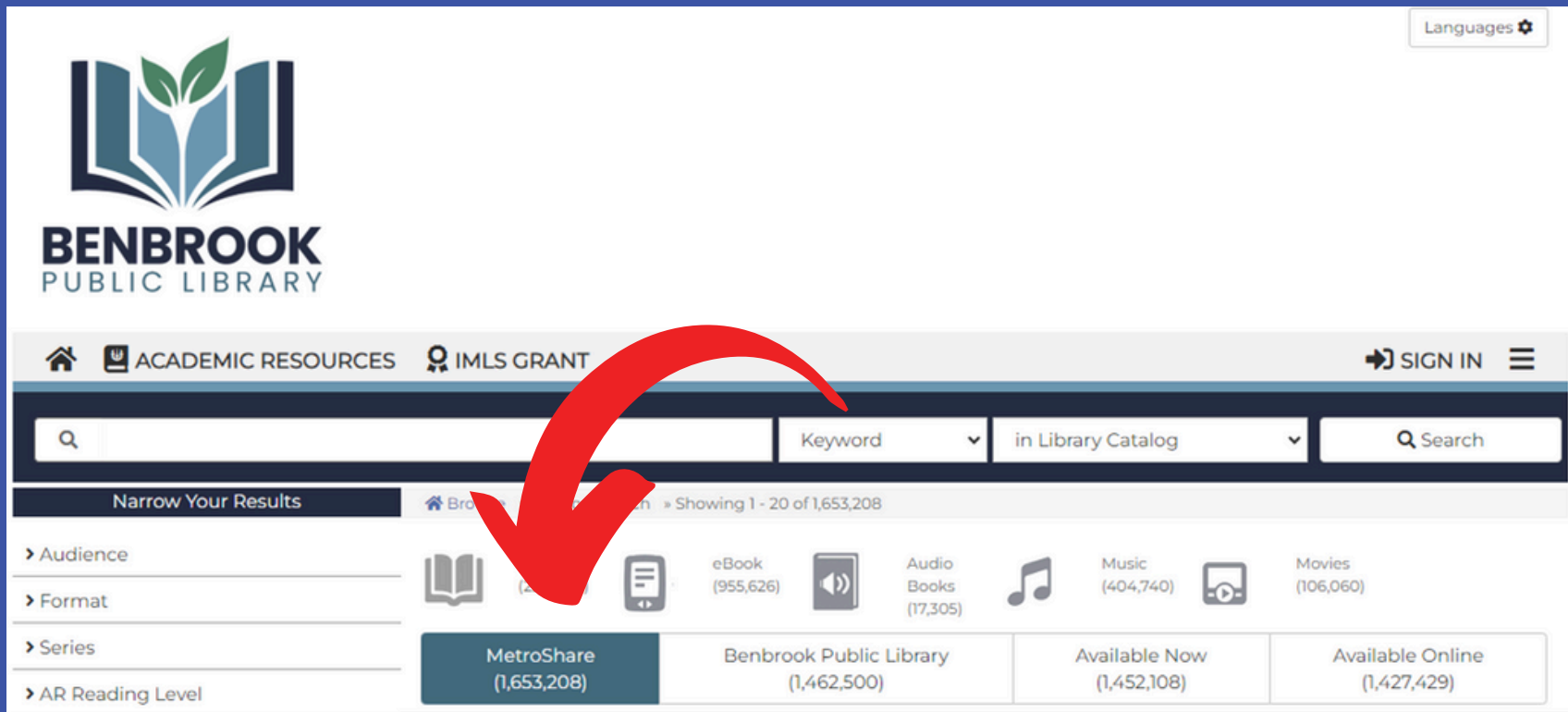
# Checking MetroShare Libraries

*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:
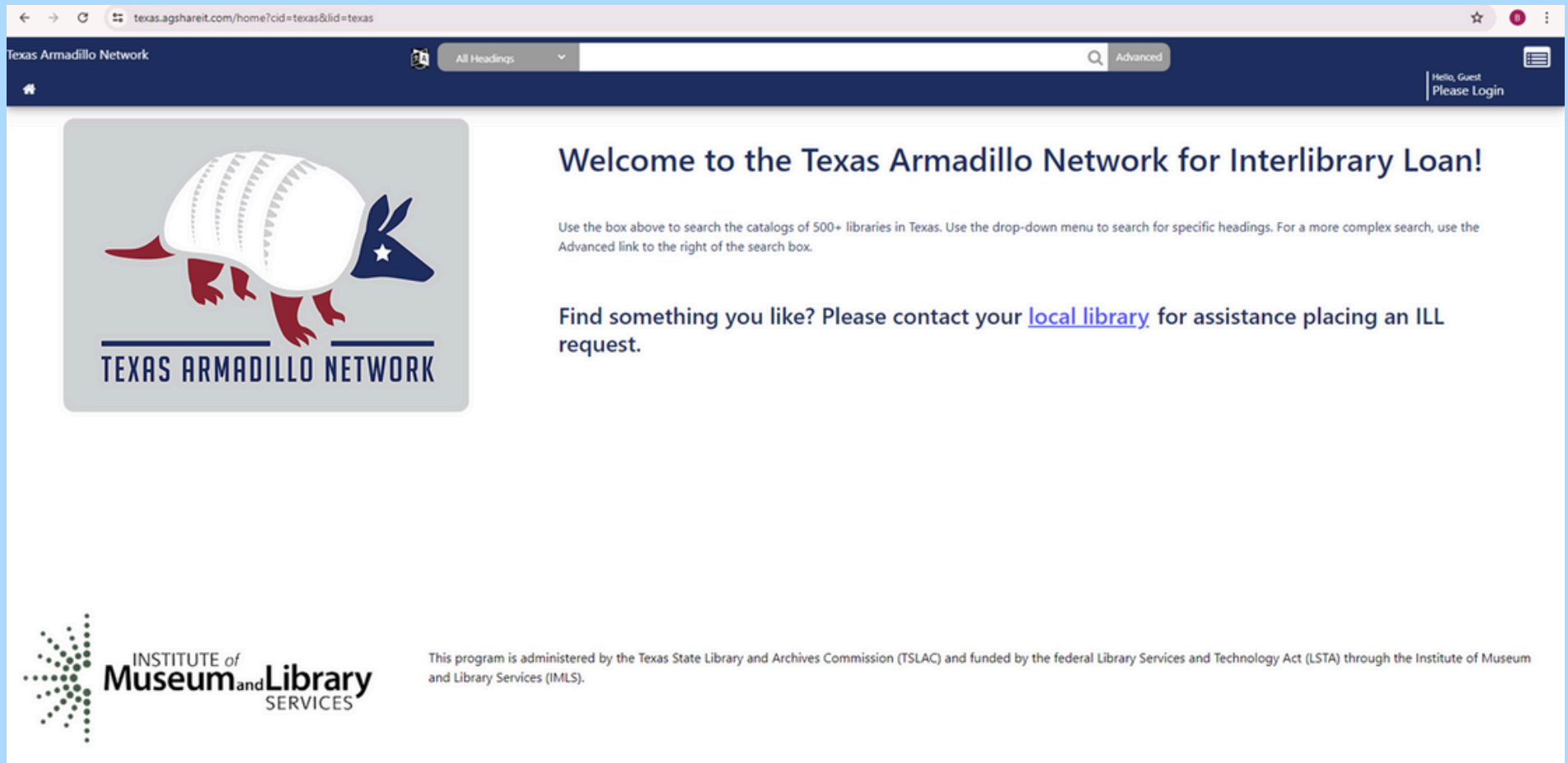
1.Follow this link to the Texas Armadillo Network:
https://texas/.agshareit.com/home?cid=texas&lid=texas

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

ILL

TEXAS ARMADILLO NETWORK

BENBROOK
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# Step 1 : The Website, continued:

# 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.

# 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 ▾

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PUBLIC LIBRARY

# 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.



Page 1: Showing 2 of 2 results for "peoples of middle earth, J.R.R. Tolkien"

Title: The peoples of Middle-earth (HOME #12)
Author: Tolkien, J. R. R, 1892-1973.

Format

Book (2)

**BENBROOK**
PUBLIC LIBRARY
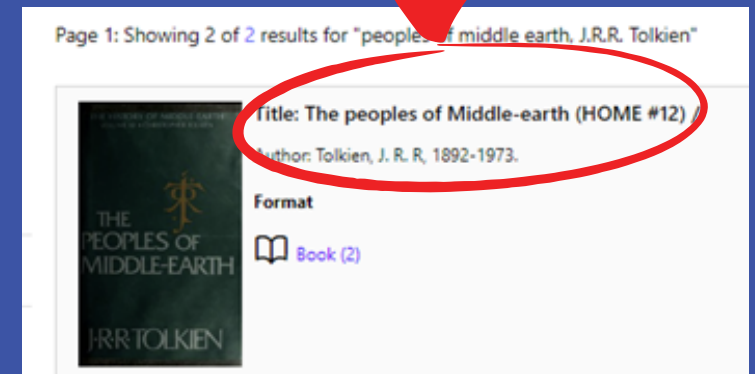
# Step 4 : Requesting the Item
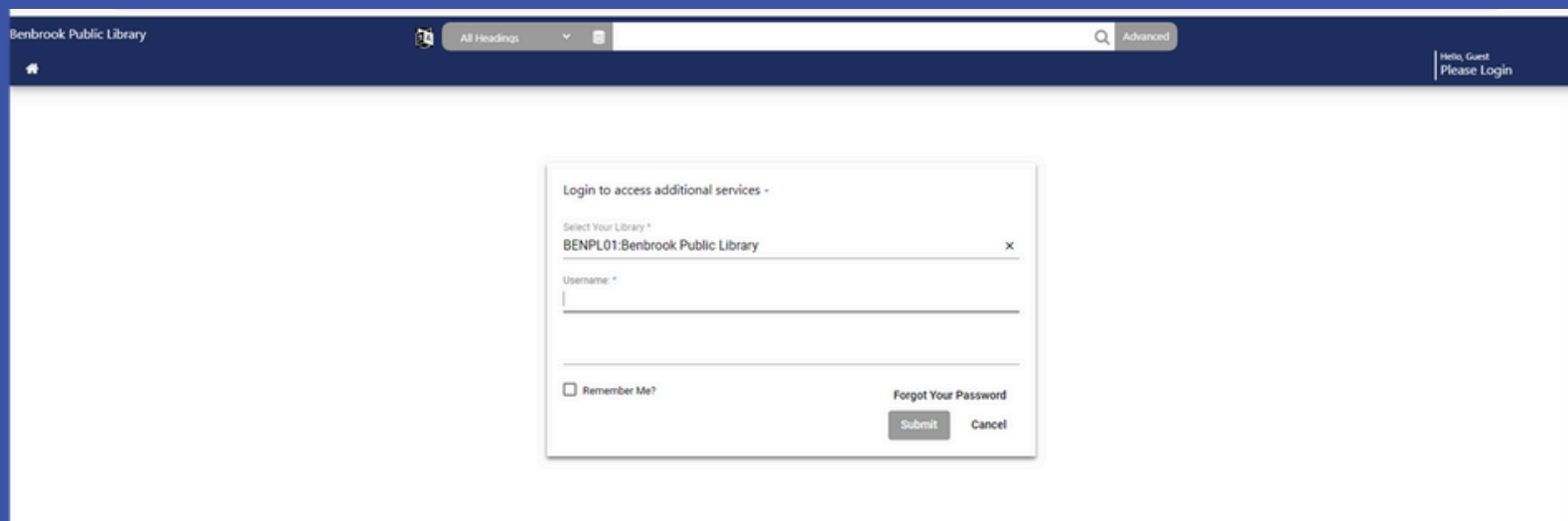
Clicking on your item will bring up its detail page. This will give you specific information about the item, including a list of libraries near your area that own the item. It also allows you to request the item at this point. So, once you confirm this is the correct item, click on Request Item.

| All Headings | peoples of middle earth |

Page 1: Showing 331 of 343 results for "peoples of middle earth"

**Title: The people of Middle-Earth**

Author: Tolkien, J. R. R, 1892-1973,

| **Format** | **Request** | **List** |

📖 Book (1)
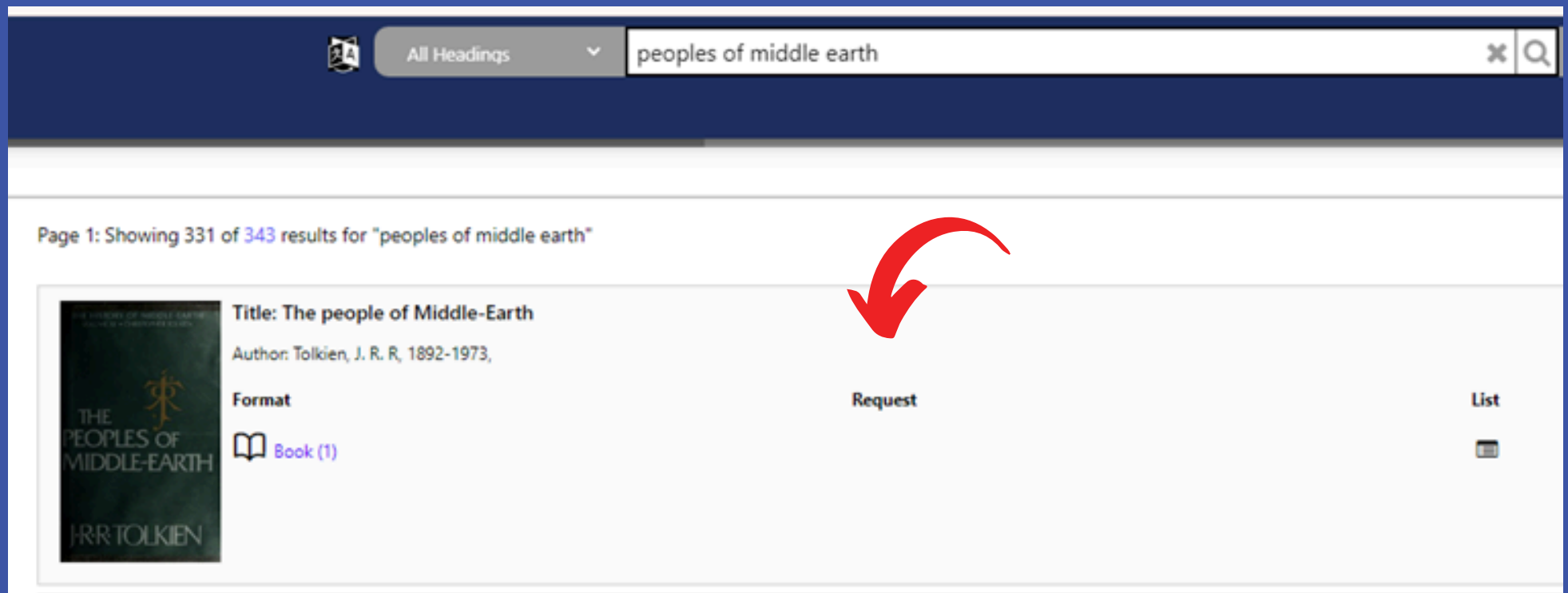
# Step 5 : Setting Your Home Library

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.
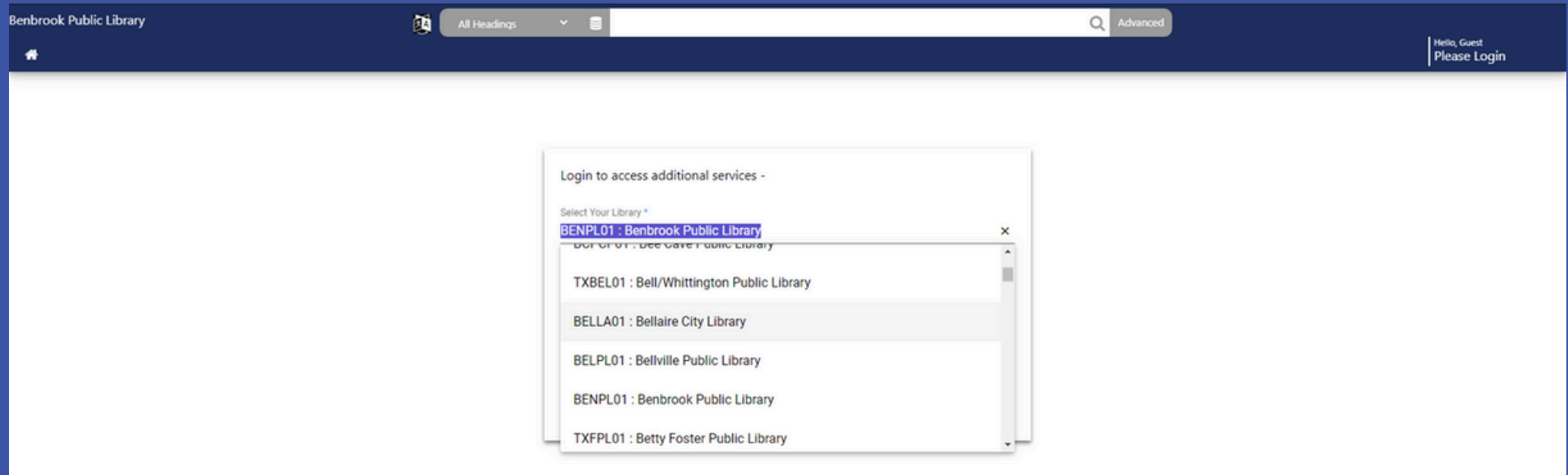
Benbrook Public Library

All Headings

Advanced

Hello, Guest
Please Login

Login to access additional services -

Select Your Library *
BENPL01:Benbrook Public Library                    ×

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.

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# 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.

BENBROOK PUBLIC LIBRARY

# 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

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