

# 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 within the Fort Worth MetrOPAC system. Basically, if you can request an item through our system, 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 six active ILL requests at a time (a request is considered active from the moment it is made to three days after the item is returned by the patron).

# What does an ILL cost?

Generally speaking, patrons can use ILL at no cost. On occasion, 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://www.benbrooklibrary.org/about-benbrook-library/library-policies/>

# 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:**

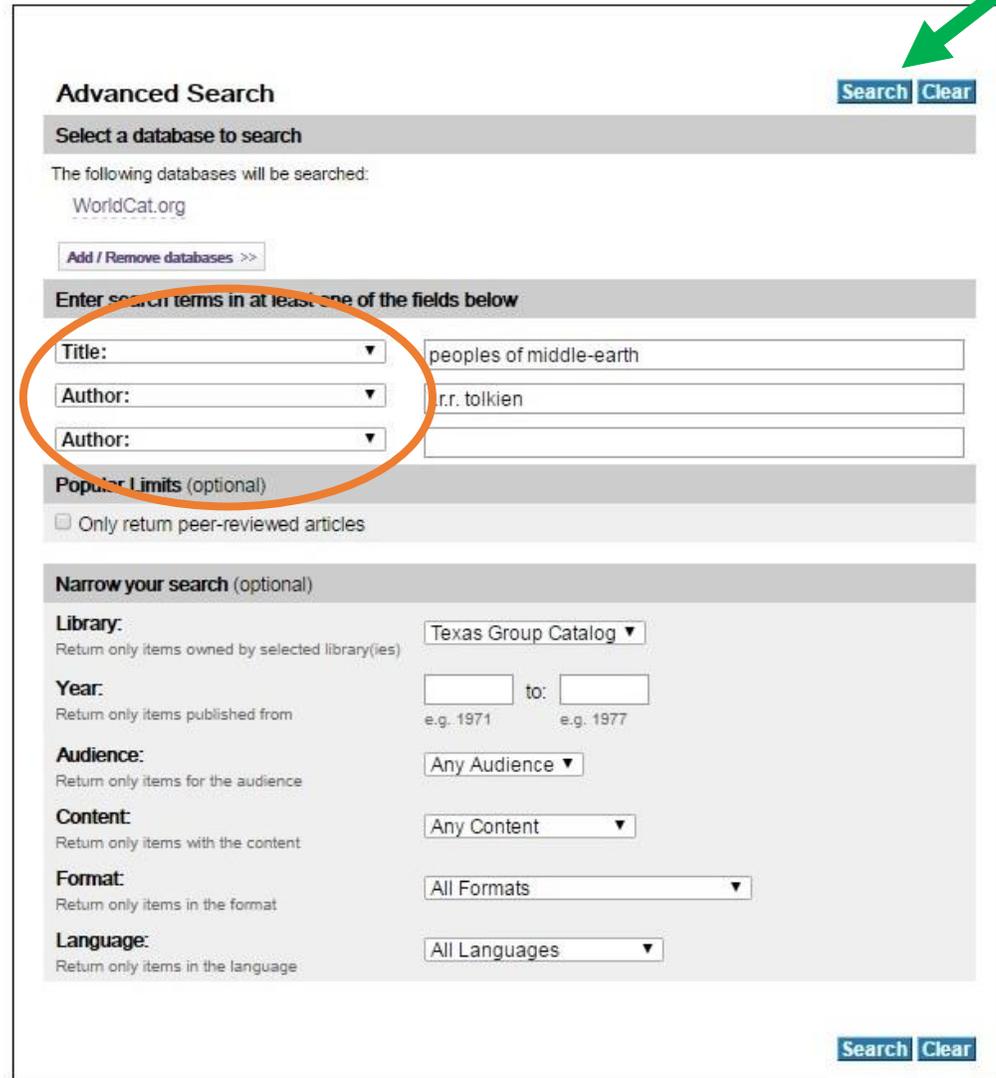
Return only items in the language

[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**.

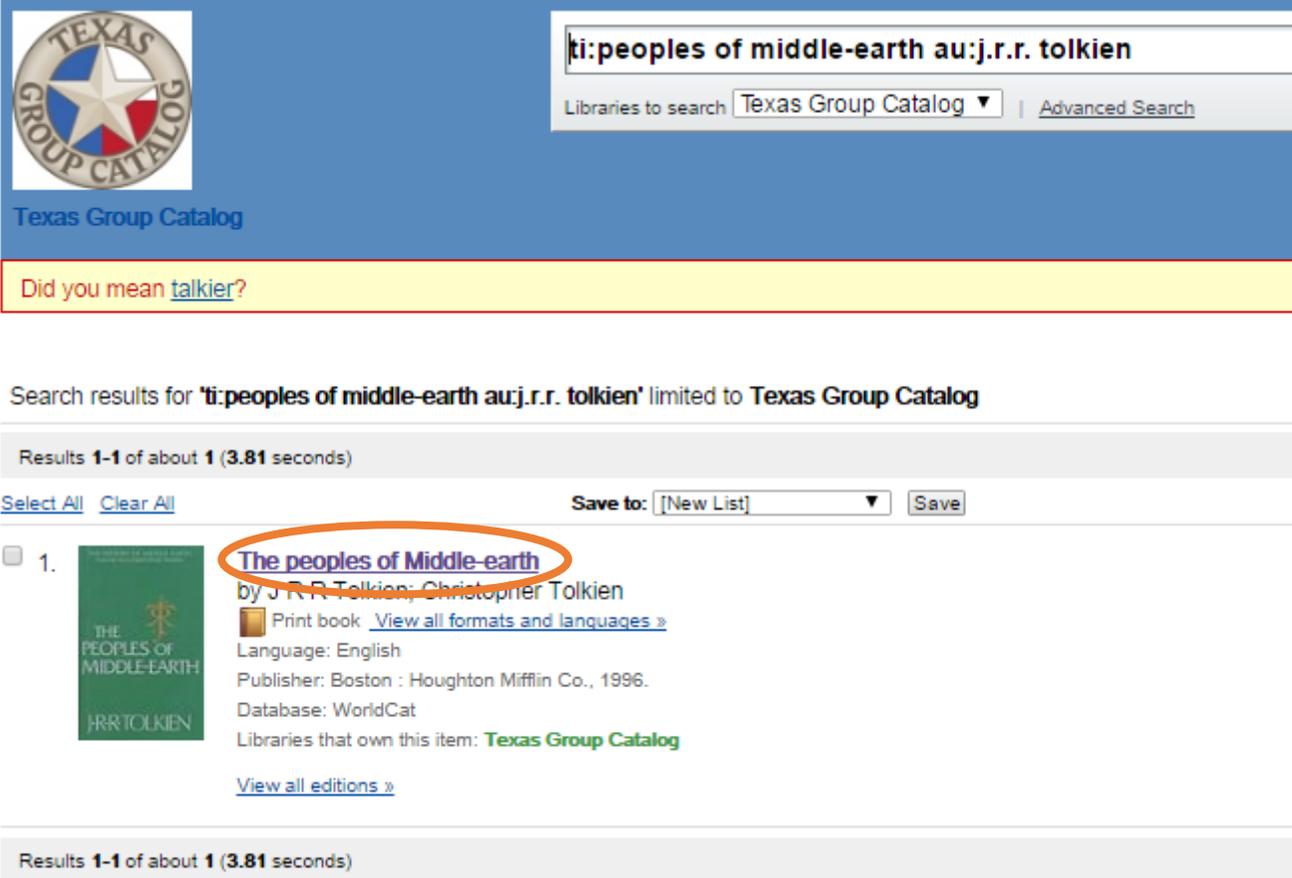


The screenshot shows an "Advanced Search" form. At the top right, there are "Search" and "Clear" buttons, with a green arrow pointing to the "Search" button. Below this is a section "Select a database to search" which lists "WorldCat.org" and an "Add / Remove databases >>" button. The main section is "Enter search terms in at least one of the fields below", which contains three rows of search fields. The first row has a dropdown menu set to "Title:" and a text box containing "peoples of middle-earth". The second row has a dropdown menu set to "Author:" and a text box containing "J.R.R. Tolkien". The third row has a dropdown menu set to "Author:" and an empty text box. An orange circle highlights these three rows. Below the search fields is a "Popular Limits (optional)" section with a checkbox for "Only return peer-reviewed articles". The "Narrow your search (optional)" section includes: "Library:" with a dropdown set to "Texas Group Catalog"; "Year:" with two text boxes for "from" and "to" (with examples "e.g. 1971" and "e.g. 1977"); "Audience:" with a dropdown set to "Any Audience"; "Content:" with a dropdown set to "Any Content"; "Format:" with a dropdown set to "All Formats"; and "Language:" with a dropdown set to "All Languages". At the bottom right, there are "Search" and "Clear" buttons.

# Step 3: Finding the Appropriate Item

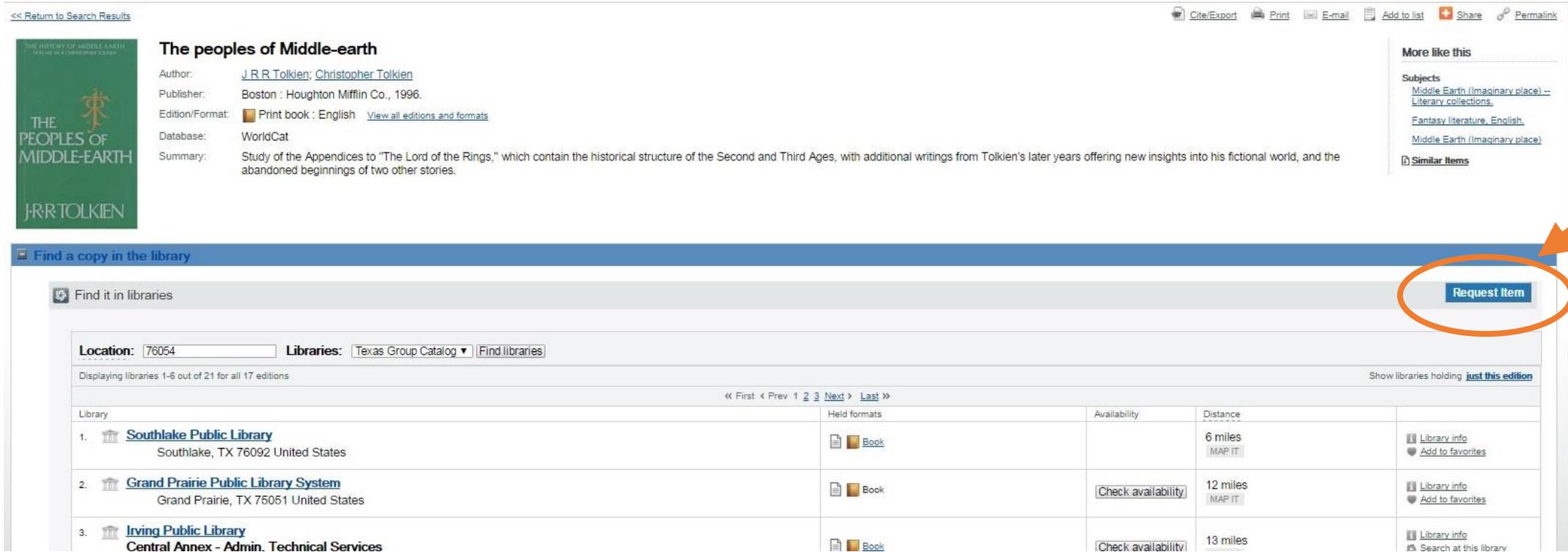
Once you've clicked search, the catalog will bring up all the titles that match your search criteria. Click on the **title** of the item you would like to borrow.

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 indicates "Libraries to search Texas Group Catalog" and provides a link to "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 options to "Select All", "Clear All", and "Save to: [New List] Save". The first result is "The peoples of Middle-earth" by J.R.R. Tolkien; Christopher Tolkien, with a book cover image. The title "The peoples of Middle-earth" is circled in orange. Other details include "Print book", "View all formats and languages", "Language: English", "Publisher: Boston : Houghton Mifflin Co., 1996.", "Database: WorldCat", and "Libraries that own this item: Texas Group Catalog". A link to "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



The screenshot shows a library catalog entry for "The peoples of Middle-earth" by J.R.R. Tolkien and Christopher Tolkien. The entry includes author, publisher, edition, and summary information. Below the entry is a section titled "Find a copy in the library" which contains a search bar and a table of libraries holding the item. The "Request Item" button is highlighted with an orange circle and an arrow pointing to it.

[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.

**Find a copy in the library**

Find it in libraries

Location:  Libraries:  [Find libraries](#)

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

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

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 last four digits of your library card number.

## Texas Group Catalog Login

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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.

**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.

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

From here, our library will receive a notification about your request, and we will take care of the final steps. The library will also contact you when your item is ready to be picked up.

\* 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

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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](#)

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

**Phone: 817-249-6632**

**E-mail: [reference@benbrooklibrary.org](mailto:reference@benbrooklibrary.org)**

**Facebook: [facebook.com/BenbrookLibrary](https://www.facebook.com/BenbrookLibrary)**

