

**Little Elm Public Library**  
**100 W. Eldorado Pkwy**  
**Little Elm, TX 75068**  
**214-975-0430**  
**Reference@littleelmlibrary.org**

If you need a journal article, book, or other loanable material that the Little Elm Public Library System does not own, the Library's Interlibrary Loan (ILL) service will attempt to get it for you.

- ◆ Anyone with a Little Elm Public Library card in good standing may request an item through the Interlibrary Loan service
- ◆ You may request or have active two item requests at any one time
- ◆ Anything not owned by the Little Elm Public Library may be borrowed if it is owned by another library that will agree to lend it
- ◆ The following types of material often are not available through ILL:
  - Books published within the last 12 months
  - Reference works
  - Computer software
  - Rare materials or original manuscripts
  - Entire volumes or issues of journals and newspapers
- ◆ Since the item may come from anywhere in the United States requests generally take one - two weeks to arrive
- ◆ The item's due date is stated on the Little Elm Public Library Interlibrary Loan tag
- ◆ There are no renewals on ILL materials
- ◆ Usually, there is no charge for the ILL service. However, some libraries do charge for photocopies or to loan materials. In this case, the Library will notify you and ask if you are willing to pay the charge before we finalize the request. Also, you are responsible for any fines and/or replacement costs levied by the lending library that you might incur.

**Please note:** Loss of Interlibrary Loan privileges may result if: Two Interlibrary Loans are returned overdue or if two Interlibrary Loans are not picked-up.

### ***How to Create an Interlibrary Loan (ILL) Request in the Texas Group System***

1. Search the Little Elm Public Library Catalog to see if it is available locally.

If it is not:

2. Enter search terms and click search button
3. Select the title you want by clicking on the title
4. Click on the "Request Item" button
5. A new screen will appear: "Choose your home library"
6. Scroll down the list of libraries and select "Plano Public Library"
7. Click on "Continue"
8. Enter your library card number in the "username" field
9. Enter the password of your library account in the "password" field
10. Click "login"
11. It is mandatory that you enter an email address and select a pickup location
12. Click on "Continue"
13. Request Successful prompt will appear

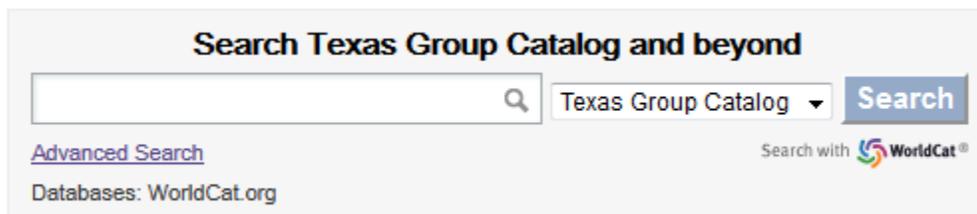
For more detailed instructions, please continue.

## Detailed Instructions – Creating Interlibrary Loan Request (ILL)

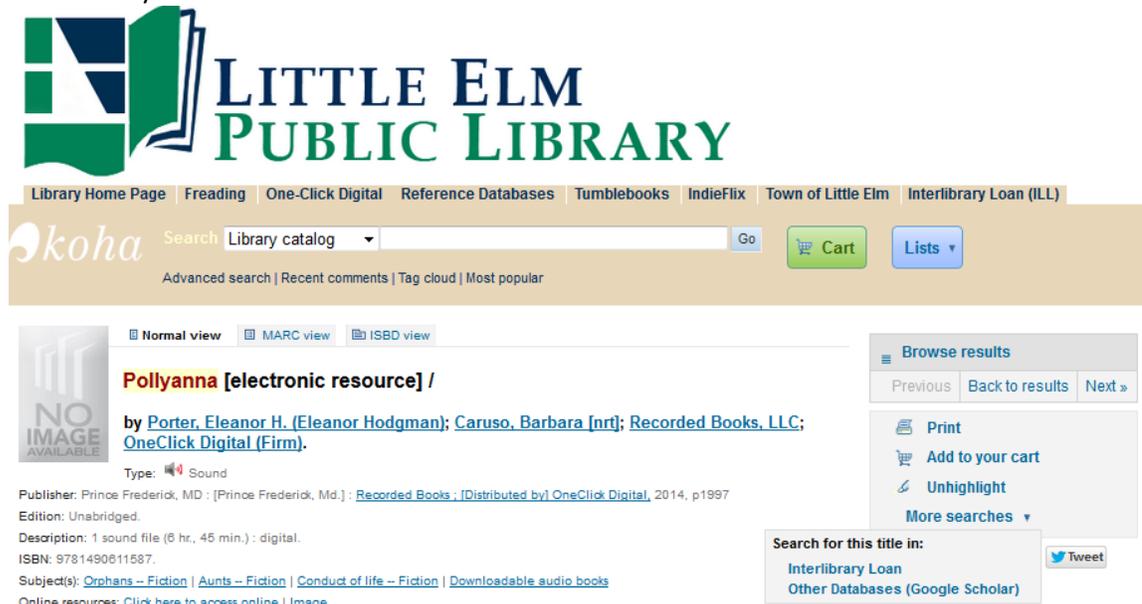
1. Go to [www.littleelmlibrary.org](http://www.littleelmlibrary.org). Click Search the Catalog.



2. Click in the Search box, then type a title or author and click GO.
  - a. If the title is not returned click on the tab for "Interlibrary Loan (ILL)" and enter the title in the Search Texas Group Catalog search box. Go to step 3.



- b. Or if the title is returned but not what you need, click "More searches" and Select "Interlibrary Loan"



3. Click on the desired item's **title** (do not click in the check-box).

The screenshot shows the Texas Group Catalog search interface. The search term "Pollyanna" is entered in the search bar. The results are limited to "Libraries Worldwide" and show two items. The first item is "Pollyanna" by Eleanor H Porter, University of Virginia. Library, Electronic Text Center. The second item is "Pollyanna" by David Swift, Hayley Mills, Jane Wyman, Eleanor H Porter, DVD video. Both items have a "View all editions" link. A "Refine Your Search" sidebar is visible on the left, and a "Print" and "Share" button is at the top right.

4. Scroll down to the “Find it in libraries” bar and Click the Request Item button on the right.

The screenshot shows the WorldCat record for "Pollyanna". The record includes the title, author (Sarah Harding, Amanda Burton, Kenneth Cranham, Georgina Terry, Carlton Television.), publisher (WGBH Boston Video, ©2004), series (Masterpiece theatre), edition/format (DVD video; Juvenile audience; English; Letterboxed), and database (WorldCat). A summary states: "An orphaned girl comes to live with her wealthy, embittered aunt in an English village. She soon charms everyone but her aunt, who is not won over until both are confronted with tragedy." Below the record is a "Find a copy in the library" bar with a "Find it in libraries" button and a "Request Item" button on the right.

5. Type Little Elm Public Library or Scroll down to Little Elm Public Library.  
Click on Little Elm Public Library; Click Continue.

The screenshot shows the WorldCat "Choose your home library" selection screen. The user is prompted to "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." A dropdown menu is open, showing "Little Elm" and "Little Elm Public Library" as options. Below the dropdown is a checkbox labeled "Keep me logged in to my account. Don't check this box if you are on a public computer." and a "Continue" button.

6. Enter your library card barcode and your library password. Click Login.

Welcome to Little Elm Public Library. Login with your library card number and library password to connect to Texshare and Worldcat Databases. If you need help please call (214) 975-0430.

Please enter your Library card number:   
Please enter your Library password:

7. Enter any specific information (if none, leave blank) and click Continue.



Libraries to search: Texas Group Catalog | [Advanced Search](#)

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**Request this item**

Fields marked with an asterisk \* are required.

**Title:** Pollyanna  
**Author:** Sarah Harding; Amanda Burton; Kenneth Cranham; Georgina Terry; Carlton Television.; WGBH (Television station : Boston, Mass.);  
**Publisher:** [Boston, MA] : WGBH Boston Video, ©2004.  
**Edition/Format:**  DVD video : Juvenile audience : English : Letterboxed  
**ISBN:** 1593750242 9781593750244  
**OCLC Number:** 56930702  
**Need By Date (MM/DD/YYYY):**   
**Pickup Location:** Little Elm Public Library  
**Email Address:**   
**Patron Instructions:**   
**Requested Edition:** Any Edition

Or, [Cancel and Go Back](#)

8. The Interlibrary Loan System (Texas Group Catalog) will respond as follows:



Libraries to search: Texas Group Catalog | [Advanced Search](#)

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**Request Submitted**

Your request has been successfully sent

**Title:** Pollyanna  
**Author:** Sarah Harding; Amanda Burton; Kenneth Cranham; Georgina Terry; Carlton Television.; WGBH (Television station : Boston, Mass.);  
**Format:** DVD video  
**Request ID:** 1767315

9. Congratulations! Your request is in the ILL system. Close your browser if finished ordering materials.  
10. If you need to cancel an Interlibrary Loan Request, we ask you to notify the Interlibrary Loan staff at 214-975-0430. Please note: We will only be able to cancel a request if the item has not been shipped by the lending library.

11. If you have any questions about this process, please contact the Little Elm Public Library.