

# Interlibrary Loan (ILL)



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

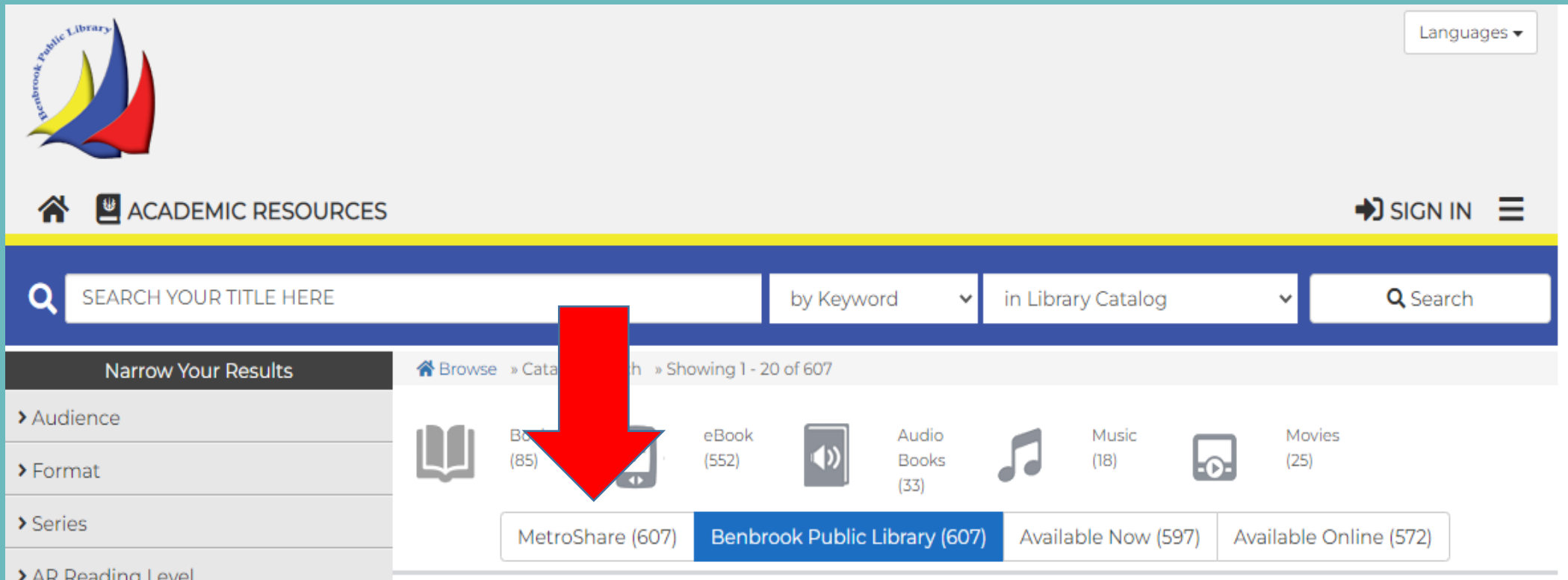
**\*Any fees assigned by the lending library for lost or damaged materials will be charged to borrowing patron's account**

**Interlibrary Loan is a system that libraries 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.**



**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 results 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 Group Catalog:  
<http://texasgroup.worldcat.org/advancedsearch>
2. From our website, on the top menu, click ILL. Once on our ILL page you can click Request an Interlibrary Loan.
3. If you are performing a search of our catalog and the item is not in our collection, scroll to the bottom of the results page and you will see the option to do a request through ILL



# 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

SearchClear

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)

Texas Group Catalog

Year:  
Return only items published from

to:   
e.g. 1971 e.g. 1977

Audience:  
Return only items for the audience

Any Audience

Content:  
Return only items with the content

Any Content

Format:  
Return only items in the format

All Formats

Language:  
Return only items in the language

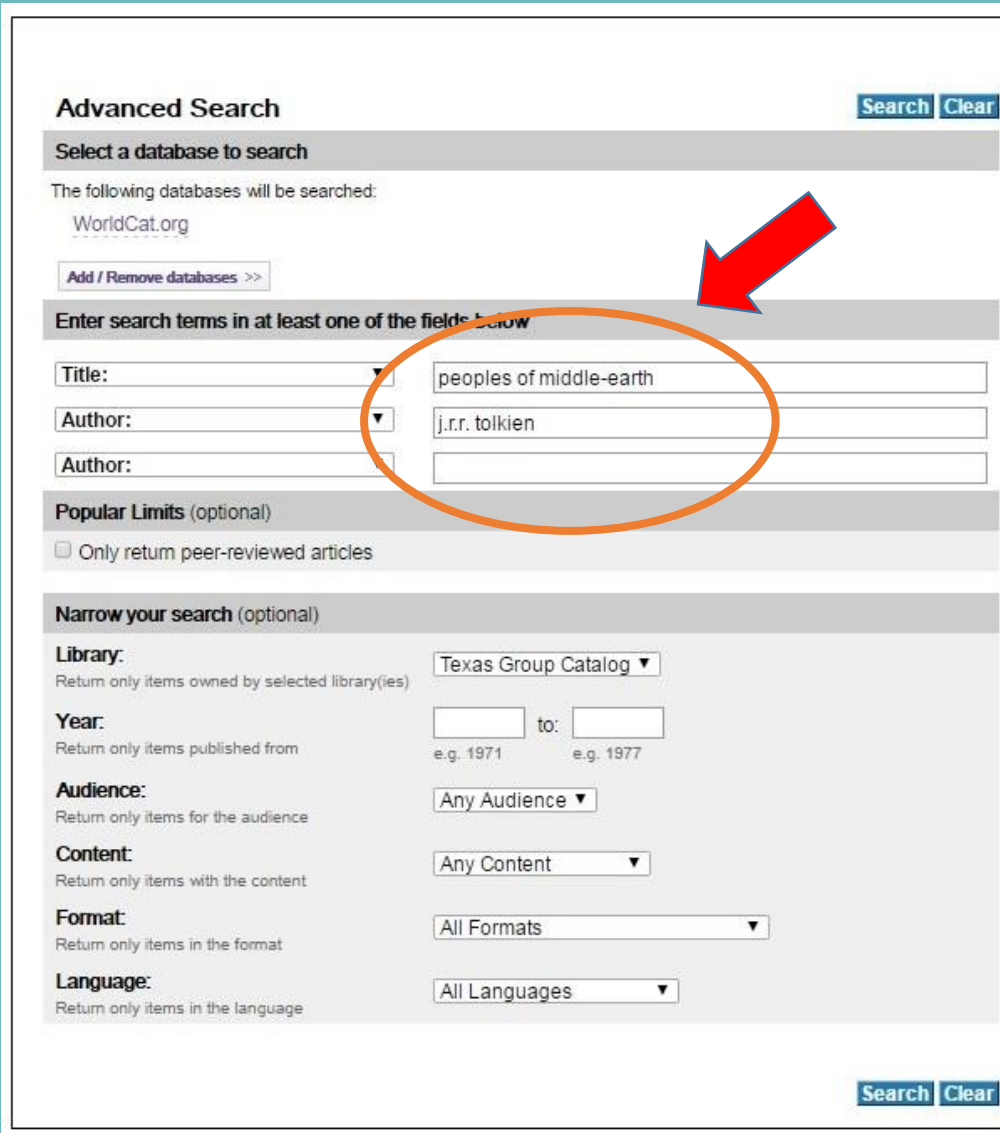
All Languages

SearchClear

## 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 the 'Advanced Search' page. At the top right are 'Search' and 'Clear' buttons. Below is a section 'Select a database to search' with a note 'The following databases will be searched:' and a list containing 'WorldCat.org'. A button 'Add / Remove databases >>' is below. The main section is 'Enter search terms in at least one of the fields below'. It 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 oval highlights the dropdown menus and text boxes of the first two rows. A red arrow points to the top of this oval. Below the search fields is a section 'Popular Limits (optional)' with a checkbox 'Only return peer-reviewed articles'. At the bottom is a section 'Narrow your search (optional)' with several filters: 'Library:' with a dropdown 'Texas Group Catalog', 'Year:' with two text boxes and 'to:' between them, 'Audience:' with a dropdown 'Any Audience', 'Content:' with a dropdown 'Any Content', 'Format:' with a dropdown 'All Formats', and 'Language:' with a dropdown 'All Languages'. At the bottom right of the form are 'Search' and 'Clear' buttons.

**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 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 interface. At the top left is the Texas Group Catalog logo. At the top right is a search bar with the text "ti:peoples of midd" and a dropdown menu showing "Libraries to search Texas C". Below the search bar is a yellow banner with the text "Did you mean [talkier](#)?". Below the banner is the search results section, which displays "Search results for 'ti:peoples of middle-earth au:j.r.r. tolkien' limited to Texas". Below this is a bar showing "Results 1-1 of about 1 (3.81 seconds)". Below the bar are links for "Select All", "Clear All", and "Save to: [New List]". Below these links is a list of results. The first result is "1. [The peoples of Middle-earth](#) by J.R.R. Tolkien; Christopher Tolkien". The title "The peoples of Middle-earth" is circled in orange. To the left of the title is a small image of the book cover. Below the title are links for "Print book", "View all formats and languages »", "Language: English", "Publisher: Boston : Houghton Mifflin Co., 1996.", "Database: WorldCat", "Libraries that own this item: Texas Group Catalog", and "View all editions »". At the bottom of the results section is a bar showing "Results 1-1 of about 1 (3.81 seconds)".



# 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.

[<< Return to Search Results](#)



### 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.

[E-mail](#) [Add to list](#) [Share](#) [Permalink](#)

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[Fantasy literature, English](#)  
[Middle Earth \(Imaginary place\)](#)

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**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](#)

« First » [Prev](#) 1 [2](#) [3](#) [Next](#) » Last »

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>



**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.



## Choose your home library:

Type the name of your home library below or select it from the list of available libraries. If you do not find your library listed and would like to request the item, click the link below the list.

- 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



## Texas Group Catalog Login

Please enter your Library Card Number:

Please enter your PIN Number:

Login

Clear

## 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 library card 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.

**Email Address:** If you have an email address, type it here. This is how you will be contacted once the item is received.

**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.

**Title:** The peoples of Middle-earth

**Author:** J R R Tolkien; Christopher Tolkien

**Publisher:** Boston : Houghton Mifflin Co., 1996.

**Edition/Format:**  Book : English

**ISBN:** 0395827604 9780395827604

**OCLC Number:** 35673495

**Need by Date**  
(eg:MM/DD/YYYY):

**Pickup Location:** Benbrook Public Library

**Email Address:**

**Patron Instructions:**

**Requested Edition:**

Continue

# Step 8: Confirmation Page



**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

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 [noreply@vdxhost.com](mailto:noreply@vdxhost.com)

From here, our library will receive a notification about your request, and we will take care of the final steps. You will receive an automated email from [noreply@vdxhost.com](mailto:noreply@vdxhost.com) 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.\*

**Please feel free to contact the library at any point if you have questions about your request.**

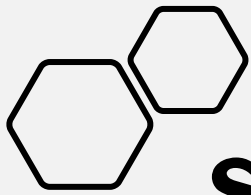
## Step 9: Check Your Request Status

If at any point you'd like to check on the status of your request(s), in the top left corner of the page on which you search for items, hover your mouse over "Texas Group Catalog," then click "My Requests."

When you are asked to select your home library, Benbrook Public Library should already be selected. Click "Continue."

On the login screen, enter your library barcode number and your PIN number (the last four digits of your barcode number, unless you've changed it).





## Step 9: Check Your Request Status, continued

You will now be able to see any active requests you have and their current status.

**Pending:** The request is awaiting a lender and has not been shipped yet.

**Shipped:** A lending library has now shipped the item and it is on its way to us.

**Received:** You will get an email notification once it has been received and this means it is at our library and may be picked up, if you haven't already picked it up from us. It will remain in Received status until it is returned to the lending library.

# **Questions? Need more help?**

## **Contact us today, we'd love to help!**



**Address**  
1065 Mercedes St.  
Benbrook, TX 76126

**Phone:**  
817-249-6632

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

**Email:**  
[ill@benbrooklibrary.org](mailto:ill@benbrooklibrary.org)



### **Hours**

**Monday-Thursday:**  
8am – 8pm

**Friday-Saturday**  
10am – 5pm

**Sunday**  
Closed

