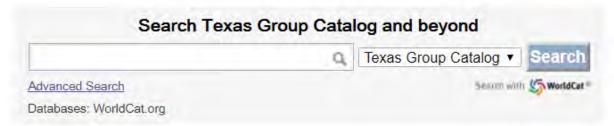
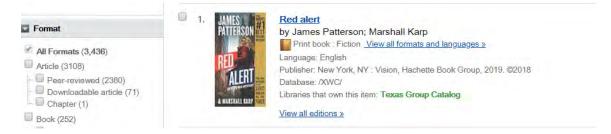


How to Create an Interlibrary Loan Request (ILL)

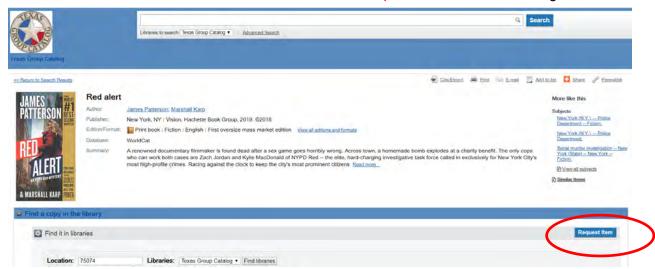
- 1. Go to www.planolibrary.org.
- 2. Hover over LIBRARY at the top and under "About," choose Interlibrary Loan.
- 3. Click ILL Book, Audio, Video, Periodical Request
- 4. Click in the Search box, then type a title or author and click Search.



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

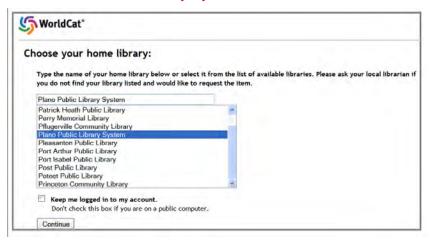


6. Scroll down to the "Find it in libraries" bar and Click the Request Item button on the right.





7. Type Plano Public Library System or Scroll down to Plano Public Library System. Click on Plano Public Library System; Click Continue.



It might also show as this: **(** WorldCat ° Choose your home library: Use my previous selection: Plano Public Library System choose a different library Keep me logged in to my account. Don't check this box if you are on a public computer.

Continue

8. Enter your library card barcode and the last 4 digits of your phone number as your password. Click Login.

WorldCat Navigator Login Library Barcode: Password: Login • Please enter your barcode and the last 4 digits of your phone number as

- your password.

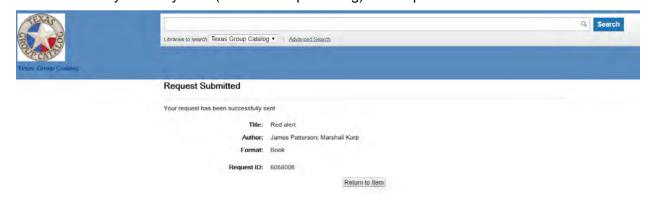
 There is a \$2.50 charge to cover the cost of postage for each request received.
- There is a 10 item limit per month, per household.
- No renewals.
 Fees/fines are charged for overdue and lost items.



9. Click on the Pickup Location drop down arrow and choose the library where you would like to pick-up the item. Enter your email address (if none, leave blank) and click Continue. At this point by clicking continue, you accept the \$2.50 charge for postage/courier fee per item request received.

ields marked with an asterisk * are re	equired.
Title:	Red alert
Author:	James Patterson; Marshall Karp
Publisher:	New York, NY: Vision, Hachette Book Group, 2019. ©2018
Edition/Format:	Book : Fiction : English : First oversize mass market edition
ISBN:	1455543519 9781455543519
OCLC Number:	1048434105
Need by Date (e.g., MM/DD/YYYY):	
Pickup Location:	Davis Library
Email Address:	
Requested Edition:	Any Edition ▼
Patron Instructions:	
	Continue

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



- 11. Congratulations! Your request is in the ILL system.
- 12. If you need to cancel an Interlibrary Loan Request, we ask you to notify the Interlibrary Loan staff at 972-769-4462. Please note: We will only be able to cancel a request if the item has not been shipped by the lending library.
- 13. If you have any questions about this process, please contact any of the Plano libraries.





Plano Public Library www.planolibrary.org

Interlibrary Loan Department 972-769-4462