

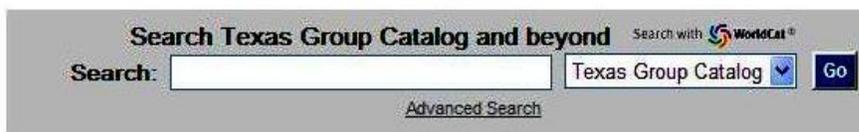
How to Create an Interlibrary Loan Request (ILL)

1. Enter search terms and click search button
2. Select the title you want by clicking on the title
3. Click on the “Request Item” button
4. A new screen will appear: “ Choose your home library”
5. Scroll down the list of libraries and select “Plano Public Library”
6. Click on “Continue”
7. Enter your library card number in the “username” field
8. Enter the password of your library account in the “password” field
9. Click “login”
10. If available, please enter your email address
11. Please make sure you select a pick-up location. If none is selected from the drop down menu, the material will be sent to Davis Library
12. Click on “Continue”
13. Request Successful prompt will appear

For more detailed instructions, please see below.

Detailed Instructions – Creating Interlibrary Loan Request (ILL)

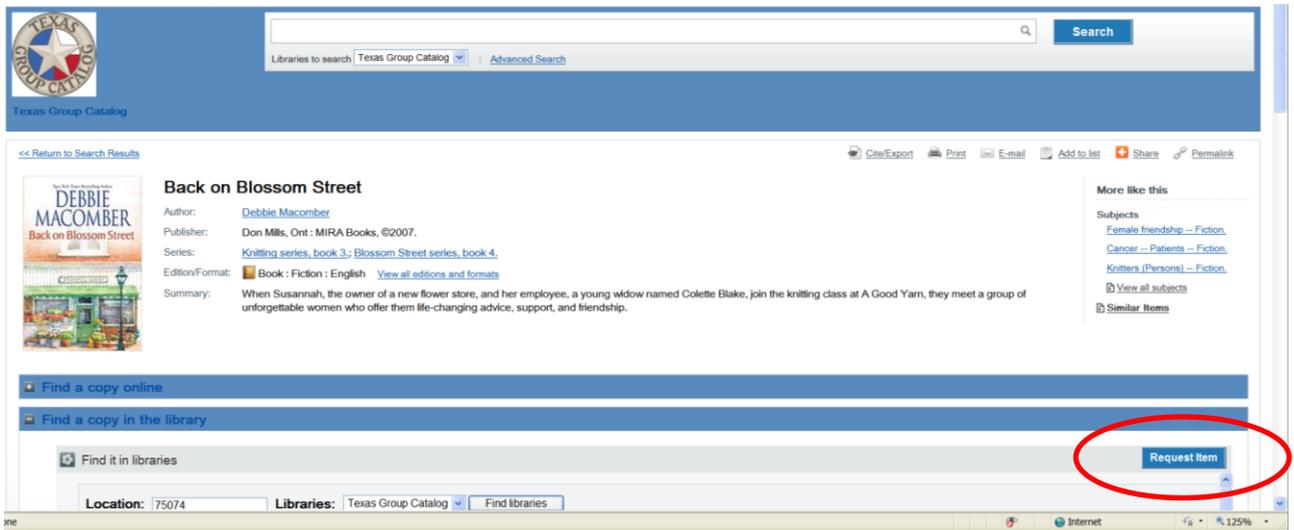
1. Go to www.planolibrary.org. Click **Services**.
2. Choose **Interlibrary Loan**.
3. Click in the **Search** box, then type a title or author and click **GO**.



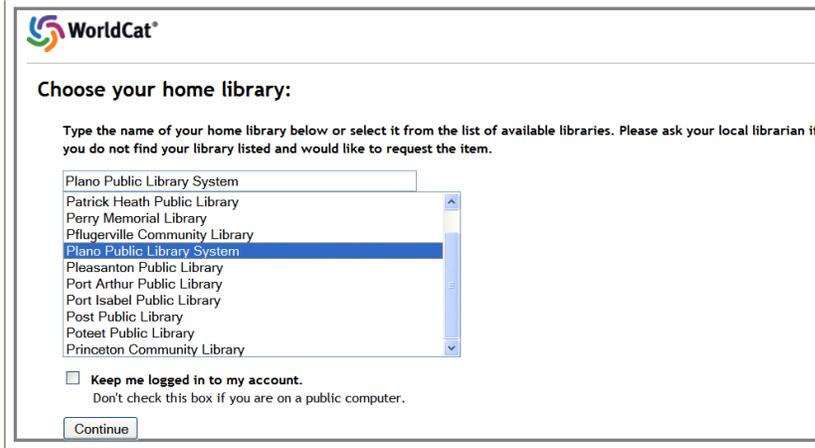
4. Click on the desired item’s **title** (do not click in the check-box).



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



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



7. 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:

- 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.

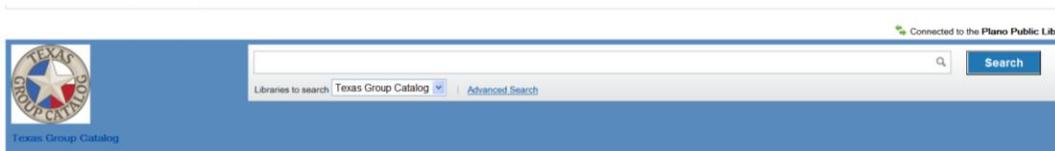
8. Click on the Pickup Location drop down arrow and choose the library where you would like to pick-up the item. Enter your email address (if none, leave blank) and click **Continue**. **At this point by clicking continue, you accept the \$2.50 charge for postage/courier fee per item request received.**

Request this item

Fields marked with an asterisk * are required.

Title: Back on Blossom Street
Author: Debbie Macomber
Publisher: Don Mills, Ont : MIRA Books, ©2007.
Edition/Format:  Book : Fiction : English
ISBN: 9780778324515 0778324516 9781423305118 1423305116
OCLC Number: 85844251
Need by Date (e.g., MM/DD/YYYY):
Pickup Location: 
Email Address:
Requested Edition: 
Patron Instructions:

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



Connected to the Plano Public Library



Libraries to search: [Advanced Search](#)

Request Submitted

Your request has been successfully sent

Title: Back on Blossom Street
Author: Debbie Macomber
Format: Book
Request ID: 865018

10. Congratulations! Your request is in the ILL system.

11. 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.

12. If you have any questions about this process, please contact any of the Plano libraries.