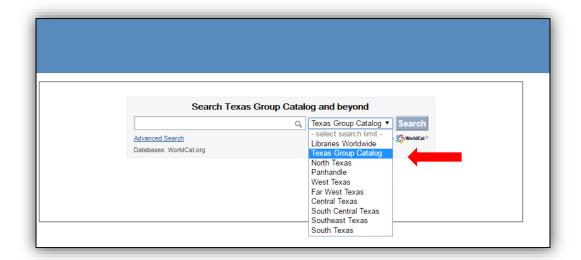
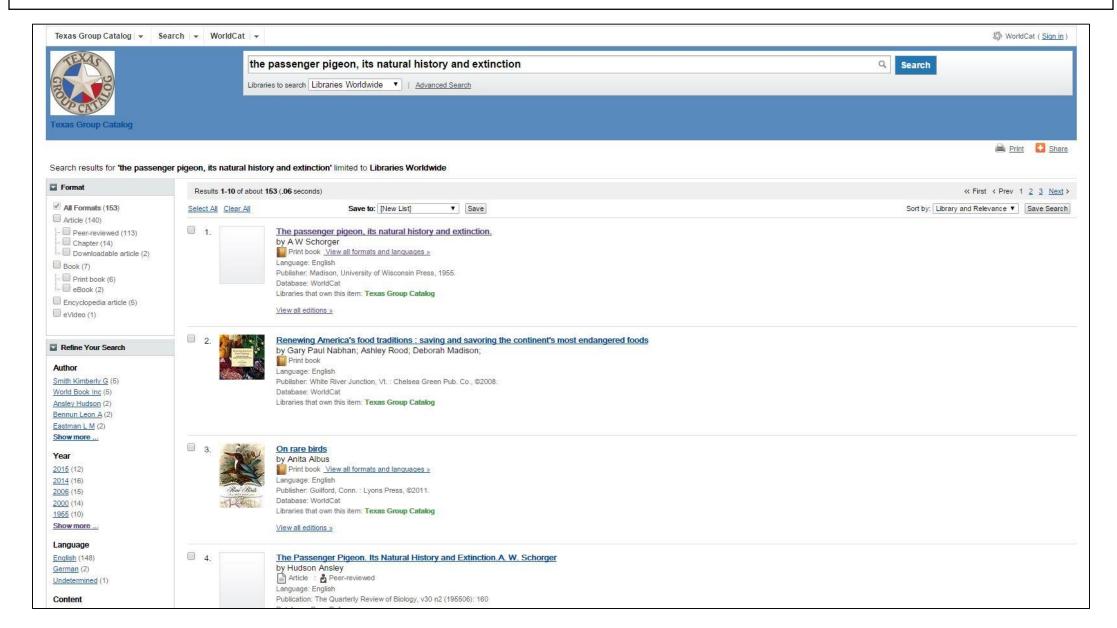
# Texas Group Catalog Search

texasgroup.worldcat.org



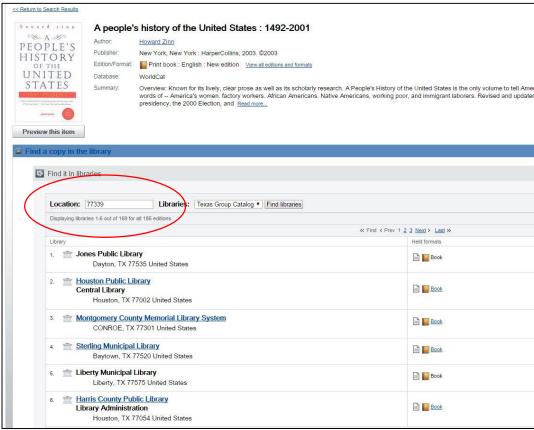
Texas group catalog gives you the option to search for items in Texas only (Texas Group Catalog) or search Libraries Worldwide. Please keep in mind that not all libraries in Texas will fall under Texas Group and that your search results will probably be limited. Libraries that lend to other libraries throughout the country will fall under libraries worldwide search option. (ex. Rice University, University of Texas, etc.) We recommend that you use libraries worldwide most of the time if not all the time.

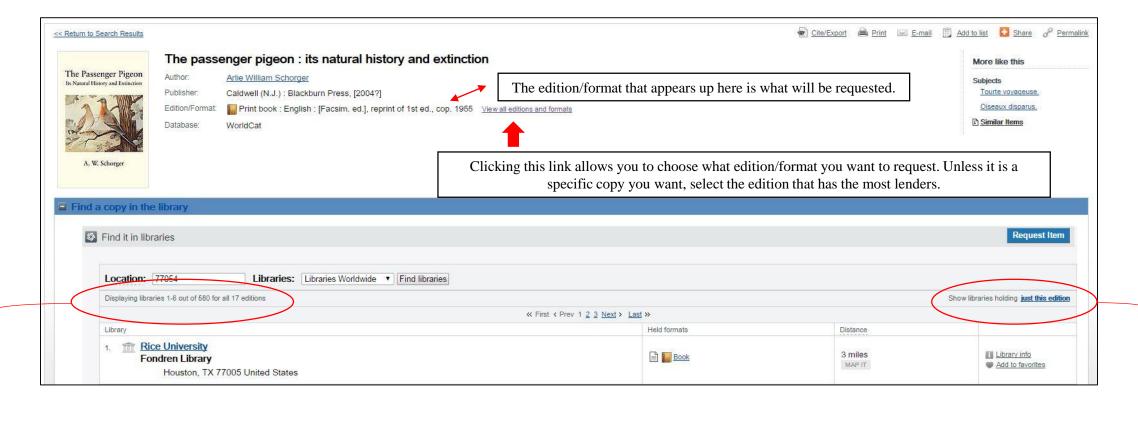
# Example of Search List



When you search for the title you are looking for, input ADM zip code (77054) in the location field to see if Harris County owns the item



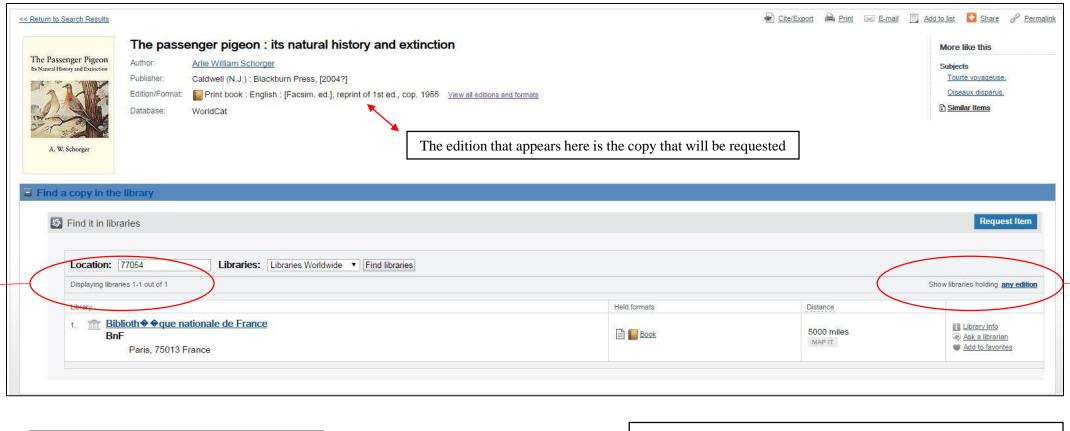




Even though it shows 580 copies available for all 17 editions, you need to check how many copies are available for the edition that is shown above. Clicking the "just this edition" will show you how many copies are available.

"Just this edition" link shows you how many lenders own a copy of the item you are requesting. Whatever edition you have showing like the one above is what will be requested.

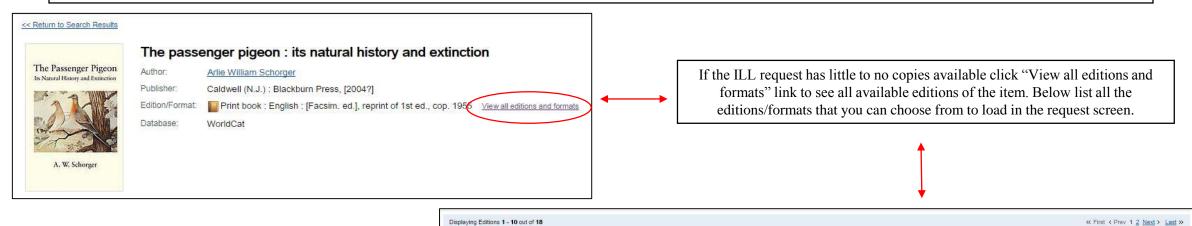
The next slide will give you an example.



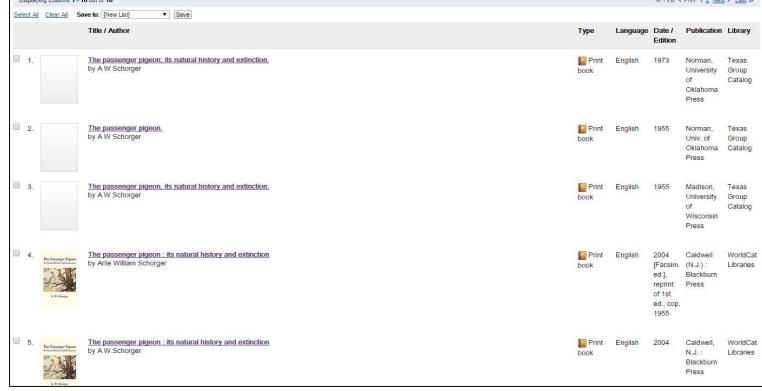
This edition only has 1 lender and they are an out of the country lender. At this point you will need to select a different edition.

Once you click "just this edition" this is what appears. The "any edition" link allows you to go back and view all copies and editions. To the left it will show you how many copies are available for that particular edition.

The next slide shows you how to pick another edition



When you click on the edition you want it will load that edition on the request screen. You can continue to pick different editions/format of the item until you find one that has multiple lenders.



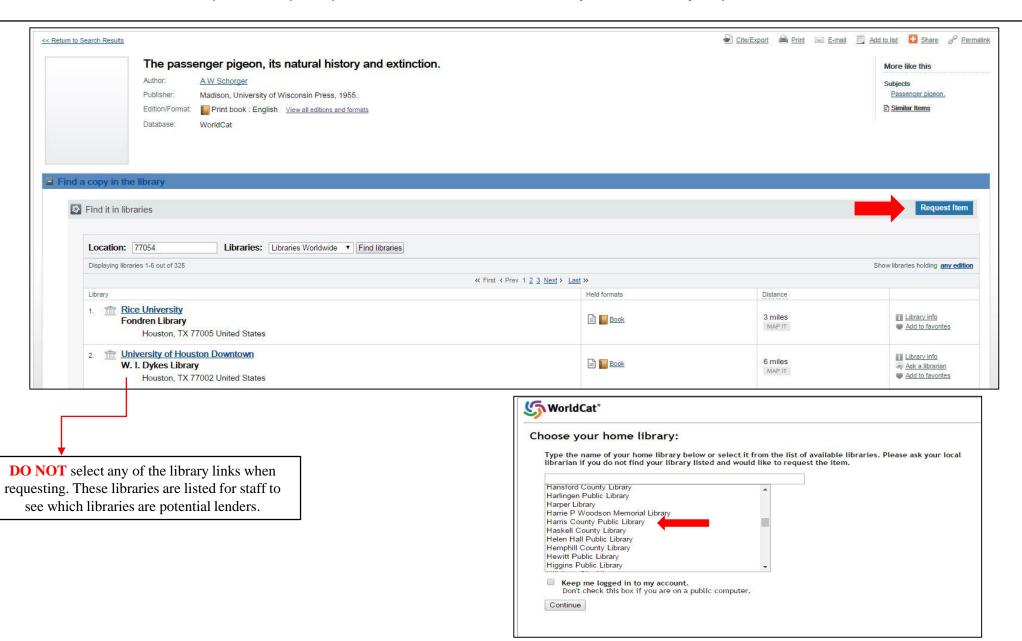


- 1.) You have selected the edition/format you want to request.
- 2.) Once you have picked the edition click the "just this edition" link on the right hand side.
- 3.) After the "just this edition" link is clicked you will see how many copies are available.

2.) Once you click "just this edition" this is what appears. The "any edition" link allows you to go back and view all copies and editions. To the left it will show you how many copies are available for that particular edition.

Since this edition has 325 available lenders proceed with request.

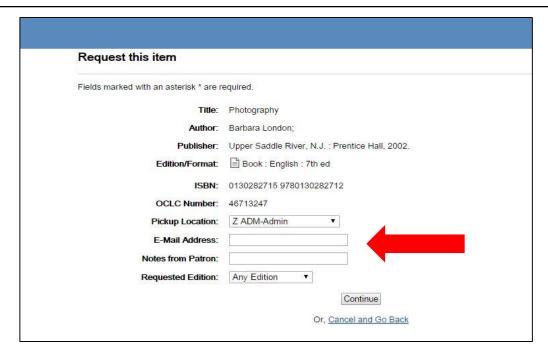
#### When you hit request you will choose the Harris County Public Library as your home location



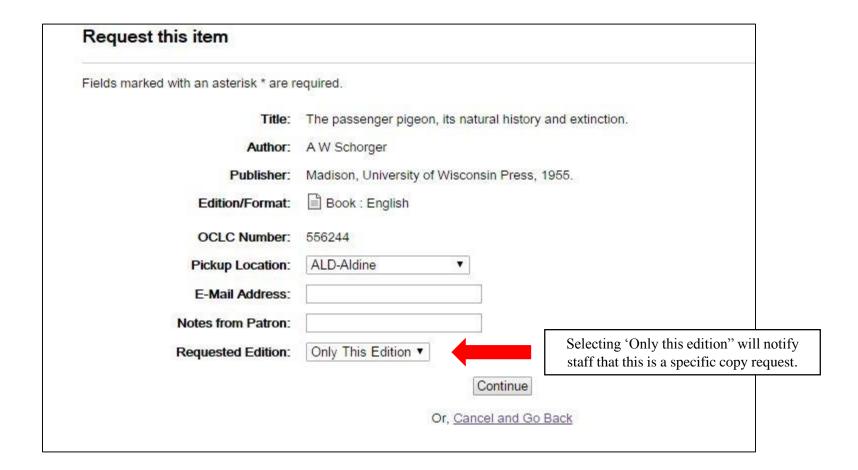
After you pick Harris County Library you will then put in the your barcode and pin to proceed with the request process.

Please enter your username:	
Please enter your password:	
Login	

At this point you will select pickup location, input your email address, and any notes that go with the request. (ex. article info, specific copy, etc.)

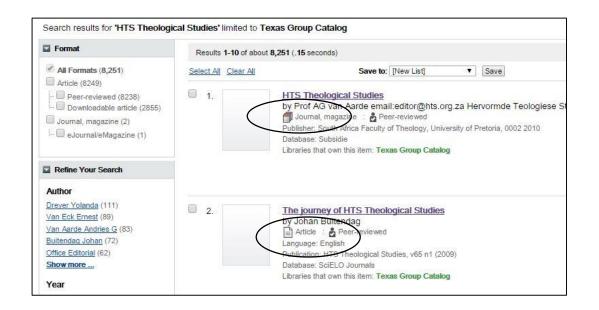


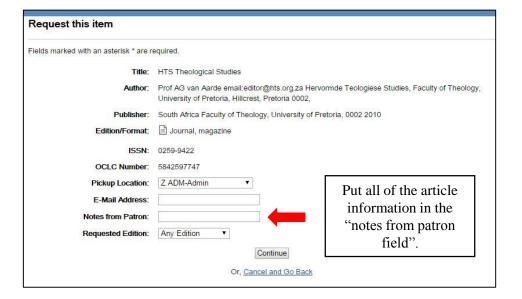
# Requesting Specific Copy



#### Requesting an article

When requesting an article remember to choose the Journal record and not the actual article record. The article record will not allow you to place a request. Once you find the correct journal and you place the request, enter all of the article information in the "notes from patron field".





### Reviewing status of ILLs

You can view their requests at any time on Texas Group to see the status of an ILL.

Enter Harris County Library as your location.

Enter the your barcode and pin and you can view the requests and status screen.

