

# How To **with HCPL** Interlibrary Loan Requests

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This guide provides step-by-step instructions to using the new Interlibrary Loan (ILL) website to search for items, place ILL requests, and monitor your requested items.

If this guide does not give you the information you need, please reach out to your local Harris County Public Library branch. We are always ready and happy to help you! You can find a list of our libraries with contact information and hours here: [HCPL Locations](#).

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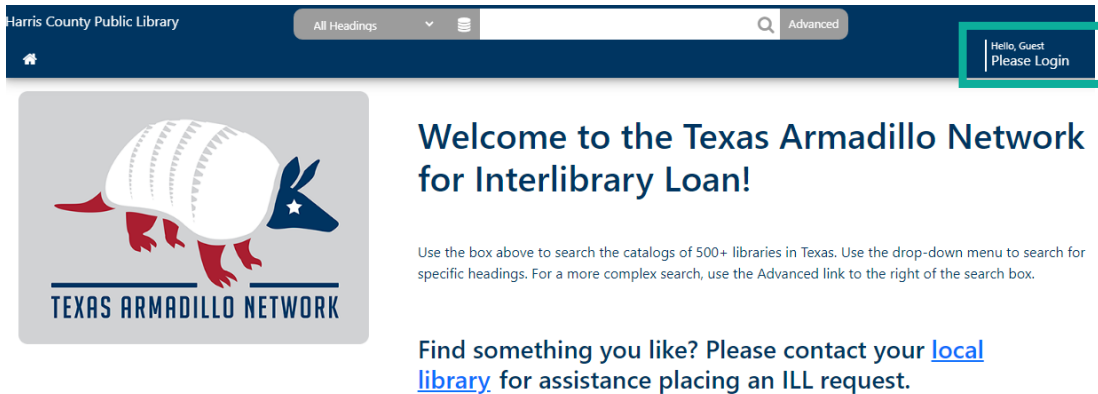
# **Where is the new Interlibrary Loan (ILL) website?**

The new Interlibrary Loan website for Harris County Public Library, SHAREit, is located here: <https://texas.agshareit.com/home?cid=TEXAS&lid=HTX01>. We recommend that you bookmark the website on your browser for easy access!

# Log In to Your Account

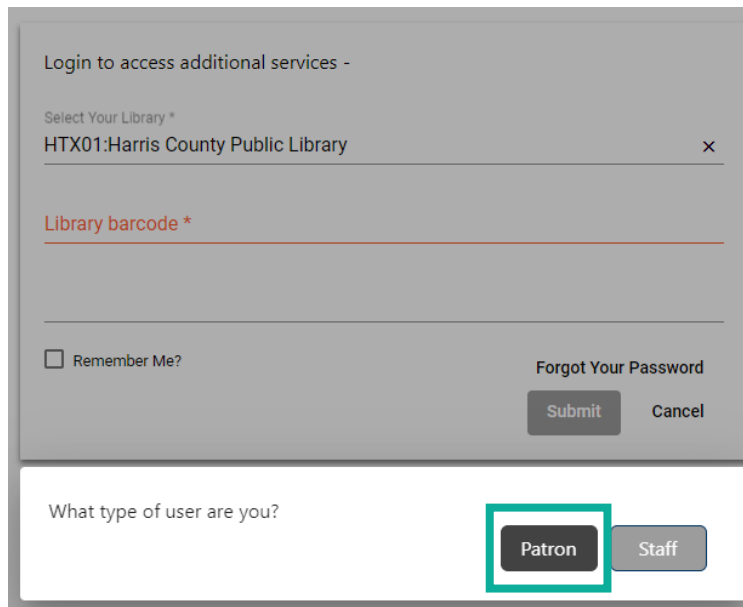
On the Interlibrary Loan (ILL) website, SHAREit, you can login using your Harris County Public Library card number to monitor your requests and searches.

1. Click the **Please Login** option in the top right corner.



The screenshot shows the top navigation bar of the Harris County Public Library website. On the right side, there is a button that says "Hello, Guest Please Login", which is highlighted with a red rectangular box. Below the navigation bar is a large graphic featuring a stylized armadillo with a Texas state flag design on its back, and the text "TEXAS ARMADILLO NETWORK". To the right of the graphic, there is a welcome message and a search box with a dropdown menu for "All Headings" and an "Advanced" search link.

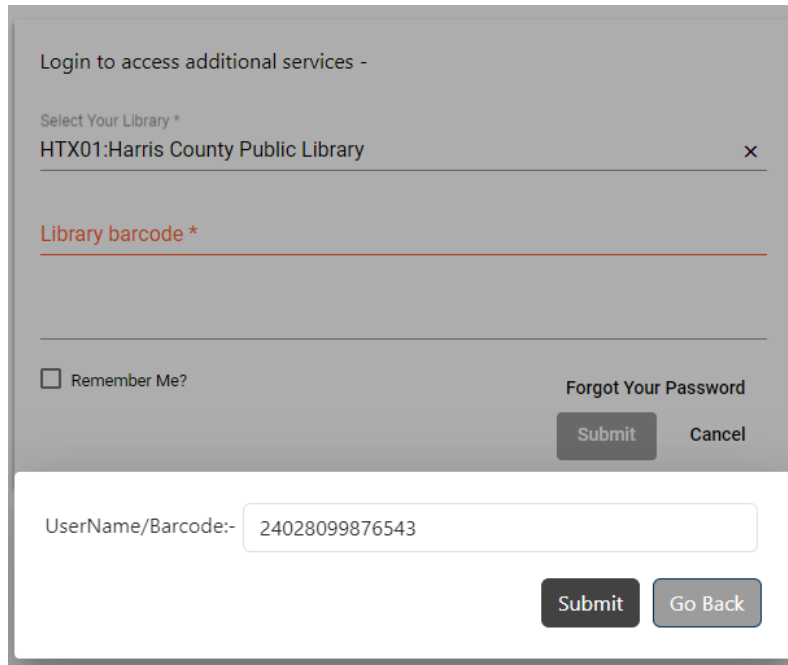
2. Select **Patron** when it asks what type of user you are.



The screenshot shows a login form with the following fields and options:

- Header: "Login to access additional services -"
- Field: "Select Your Library \*" with the value "HTX01:Harris County Public Library" and a close button (x).
- Field: "Library barcode \*" (empty).
- Checkbox: "Remember Me?" (unchecked).
- Link: "Forgot Your Password"
- Buttons: "Submit" and "Cancel"
- Section: "What type of user are you?" with two buttons: "Patron" (highlighted with a red box) and "Staff".

3. Enter your Harris County Public Library card number, then click **Submit**.



The screenshot shows a login interface with the following elements:

- Header: "Login to access additional services -"
- Library Selection: "Select Your Library \*" with a dropdown menu showing "HTX01:Harris County Public Library" and a close button (x).
- Barcode Field: "Library barcode \*" with an empty input field.
- Remember Me: A checkbox labeled "Remember Me?".
- Forgot Password: A link labeled "Forgot Your Password".
- Buttons: "Submit" and "Cancel" buttons.
- Username/Barcode Field: "UserName/Barcode:-" with an input field containing "24028099876543".
- Bottom Buttons: "Submit" and "Go Back" buttons.

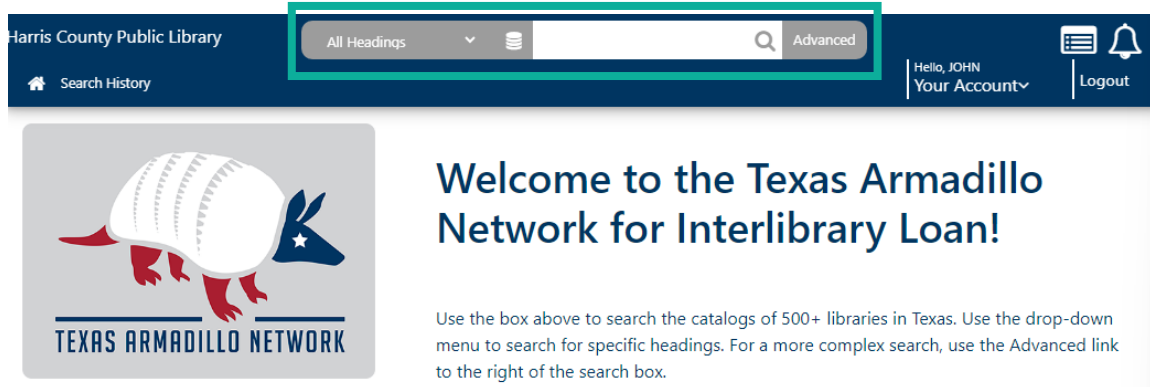
4. Your first name will show in the top right corner when you're logged in.



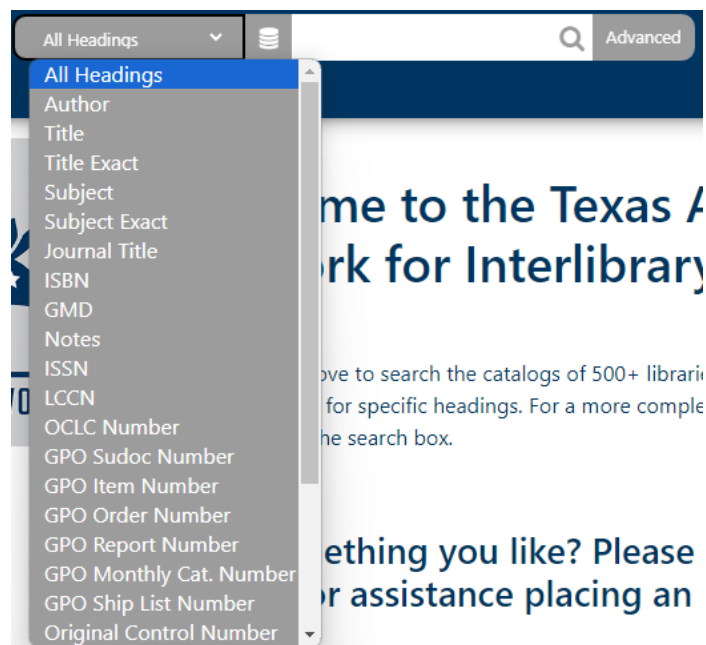
# Welcome to the Texas Armadillo Network for Interlibrary Loan!

# How to search for an item

1. On the SHAREit Harris County Public Library [homepage](#), you can search for items using the search bar at the top of the screen.



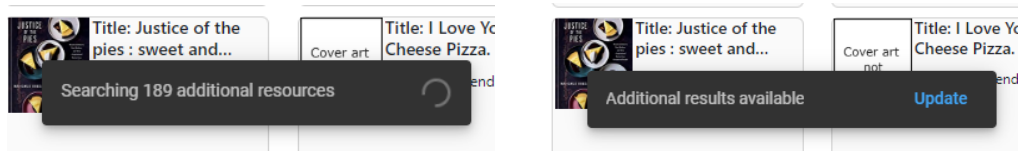
2. By default, it searches **All Headings**. This means it searches for your search term in *any* field. For example, if you search for 'John' it will include search results that have 'John' in the title, author name, subject, notes, etc.
  - a. You can change it to search only in a specific field, such as Title or Author. Click the **All Headings** menu to the left of the search bar and select your preferred field.



3. The **Advanced** option to the right of the search bar allows you to conduct a more detailed and specific search. You can search for specific terms in specific fields.

## Search Tips:

1. Use quotation marks: To search for an exact phrase, put your search term in quotation marks. For example, if you want to look for blue cheese, type in “blue cheese”. This tells the search to look *only* for items that include “blue cheese”. Otherwise, it will search for “blue” and “cheese” as separate terms and return search results that aren’t quite what you’re looking for.
2. Be patient: The search results may take a minute to fully populate. There will be a dark gray indicator bar at the bottom of the screen that tells you the progress of the search. It will also let you update your results once the search is completed.



3. Filter your results: After you search, you can use filters, such as Format, Date, Language, and Audience Level to narrow down your search results.

The screenshot shows the Harris County Public Library website. At the top, there is a dark blue header with the library's name, a home icon, and a search bar containing the text "blue ch". Below the header, the main content area is divided into two columns. The left column is a filter sidebar, and the right column displays search results. The filter sidebar is highlighted with a green border and includes a "Format" section with checkboxes and counts for various media types: Book (120), DVD (14), Ebook (7), Visual Materials (6), Eaudiobook (5), Audiobook Player (3), Film (2), and Music Recording (2). Below the format filters are sections for "Author", "Language", "Date", and "Publisher", each with a dropdown arrow. A "Show More" link is also present. The search results on the right show "Page 1: Showing 150 of 778 results for 'I'". Three book entries are visible, each with a placeholder for a cover art and text indicating the title, author, and format (Book (1)). The first entry is "The cheese book; : a definitive..." by Marquis... The second is "Madame Fromage's..." and the third is "Case of the bleus /" by Moss, Korina. A fourth entry is partially visible at the bottom, showing the publisher "EMILY HENRY" and the title "2023 : Happy".

Harris County Public Library

All Headings

blue ch

Format

- Book 120
- DVD 14
- Ebook 7
- Visual Materials 6
- Eaudiobook 5
- Audiobook Player 3
- Film 2
- Music Recording 2

Show More

Author

Language

Date

Publisher

Page 1: Showing 150 of 778 results for "I"

Cover art not available

Title: The cheese book; : a definitive...

Author: Marquis,...

Book (1)

Cover art not available

Title: Madame Fromage's...

Book (1)

Cover art not available

Title: Case of the bleus /

Author: Moss, Korina

Book (1)

EMILY HENRY

Title: 2023 : Happy

# Search Results Screen:

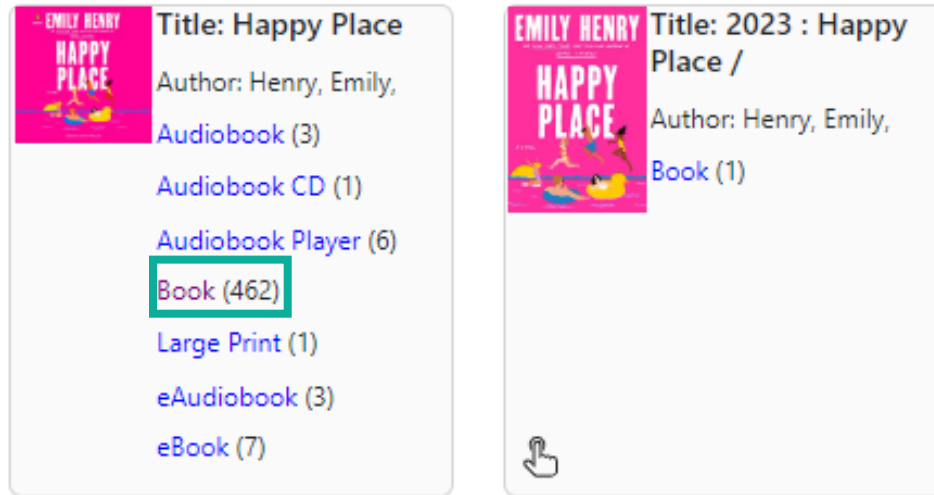
The screenshot shows a search results page for the query "blue cheese". At the top right, there are controls for "Sort: Relevance" and "Results: 40", along with a list icon. Below this, a pink box highlights the text "Page 1: Showing 150 of 898 results for 'blue cheese'", and a "Modify Search" button is visible. On the left, a filter sidebar is highlighted with a green border, showing options for Format (Book: 140, Ebook: 10, DVD: 9, Visual Materials: 8, Eaudiobook: 7, Audiobook Player: 4, Emusic: 3, Film: 2), Author, Language, Date, Publisher, Title, Series, Subject, and Audience Level. The main area displays a grid of 12 result cards. Each card shows a cover art placeholder (or a real cover), the title, author, and the number of results for that item. For example, the first card is "The cheese book: : a definitive..." by Marquis, with 1 book result. Other cards include "Madame Fromage's...", "Blue cheese breath and stinky...", "Home cheese making : from fresh...", "Case of the bleu /", "The Big Cheese /", "Happy Place", "Welcome to the circus of baseball : ...", "Beef it up! 50 mouthwatering...", "Feed tha streets III", "The Art Of Plant-Based...", and "I [heart] cheese a cookbook : 60...".

- **Number of results:** Listed above the results. This example has 898 results.
- **Sort Order & Number of Results:** Above the results you can click on **Sort** and **Results** to change how the results are sorted and how many results are displayed.
- **List or Gallery:** In the top right corner, click the **List** icon to change between list and graph display. This changes how the results are shown.
- **Filters:** Use these to narrow down your search results.



## Duplicate results

The information for each search result is based on what the owning library system has in their system. A lot of libraries participate in Interlibrary Loan services which means there's a lot of libraries that might put slightly different information about the same book. This means you'll see multiple search results for the same book. An example:






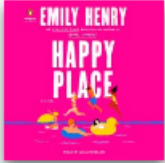





## Multiple formats

In the example above, you can see the search result on the left has many different formats. HCPL only borrows print materials, not digital materials. If you want to see only the regular print books, you can click on the **Book (462)** link.

## Selecting the right (or best) item to request

Sometimes, after clicking on a search result, you'll find the same title and format has many different records to choose from, such as in the example below. The reason for all these different options goes back to the specific information each library puts in their system.

A good practice is generally to select the record with the highest number of copies, such as the record below that has **66** libraries. That means there are 66 library systems that might be able to send you a copy!

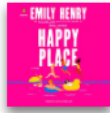
	<p><b>Title:</b> Happy place /</p> <p>Author: Henry, Emily,Publisher: BerkleyDate: 2023 ISBN : 9780593441275,0593441273</p> <p><b>Format</b></p> <p> <b>Book</b> (16)</p>	<p><b>Request</b></p> <p></p>
	<p><b>Title:</b> Happy place /</p> <p>Author: Henry, Emily,Publisher: BerkleyDate: 2023 ISBN : 9780593441275,0593441273</p> <p><b>Format</b></p> <p> <b>Book</b> (14)</p>	<p><b>Request</b></p> <p></p>
	<p><b>Title:</b> Happy place /</p> <p>Author: Henry, Emily,Publisher: BerkleyDate: 2023 ISBN : 9780593441275,0593441273</p> <p><b>Format</b></p> <p> <b>Book</b> (66)</p>	<p><b>Request</b></p> <p></p>

## See more information about a search result:

Click on a search result to see more information about it, such as the summary or physical description. This can help you narrow down to the specific edition or version that you want.

Henry, Emily,  
Happy Place

Book



Found In  
Texas Group Catalog

[Request This Item](#)

[Modify Search](#)  
[Permanent Link](#)  
[Print This Item](#)

## Details

**System Nbr.:** 953594537  
**LCCN:** 2022041611  
**ISBN:** 9780593638446  
**ISBN:** 0593638441  
**ISBN:** 9780593441206  
**ISBN:** 0593441206  
**ISBN:** 9780593740149  
**ISBN:** 0593740149  
**Author:** [Henry, Emily, author. Happy place.](#)  
**Title:** [Happy Place \[Hardcover\] / Emily Henry.](#)  
**Publisher:** Berkley,  
**Date:** [2023]  
**Description:** Adult.  
"A couple who broke up months ago make a pact to pretend to still be together for their annual weeklong vacation with their best friends in this glittering and wise new novel from #1 New York Times bestselling author Emily Henry. Harriet and Wyn have been the perfect couple since they met in college-they go together like salt and pepper, honey and tea, lobster and rolls. Except, now-for reasons they're still not discussing-they don't. They broke up six months ago. And still haven't told their best friends. Which is how they find themselves sharing a bedroom at the Maine cottage that has been their friend group's yearly getaway for the last decade. Their annual respite from the world, where for one vibrant, blue week they leave behind their daily lives; have copious amounts of cheese, wine, and seafood; and soak up the salty coastal air with the people who understand them most. Only this year, Harriet and Wyn are lying through their teeth while trying not to notice how desperately they still want each other. Because the cottage is for sale and this is the last week they'll all have together in this place. They can't stand to break their friends' hearts, and so they'll play their parts. Harriet will be the driven surgical resident who never starts a fight, and Wyn will be the laid-back charmer who never lets the cracks show. It's a flawless plan (if you look at it from a great distance and through a pair of sunscreen-smear sunglasses). After years of being in love, how hard can it be to fake it for one week...in front of those who know you best?-- Provided by publisher.  
**Notes:** 20230830.

## Where To Find It

Institution	Region	Call #	Copy Info	Note
<a href="#">Carnegie Library of Ballinger</a>		FIC HEN		
<a href="#">Vidor Public Library</a>		CD HENR		

# How to request an item:

1. Once you've found the right item that you want to request, click the **Request This Item** button.

Henry, Emily,  
Happy Place

Book



Found In  
Texas Group Catalog

**Request This Item**

[Modify Search](#)  
[Permanent Link](#)  
[Print This Item](#)

**System Nbr.:** 953594537  
**LCCN:** 2022041611  
**ISBN:** 9780593638446  
**ISBN:** 0593638441  
**ISBN:** 9780593441206  
**ISBN:** 0593441206  
**ISBN:** 9780593740149  
**ISBN:** 0593740149  
**Author:** [Henry, Emily, author. Happy place.](#)  
**Title:** [Happy Place \[Hardcover\] / Emily Henry.](#)  
**Publisher:** Berkley,  
**Date:** [2023]  
**Description:** Adult.  
"A couple who broke up months ago make  
annual weeklong vacation with their best f

## Details

2. If you're not logged in, you will be asked to do so at this time. For help logging in, [see this section](#).

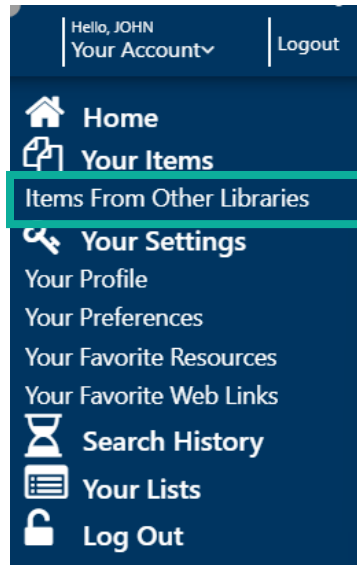
3. The request form is mostly automatically populated with the item's information, but there are a few fields that you may need to fill out.
- a. **Any Edition is Acceptable:** This means that you're fine with receiving any edition of the item. If you want only the specific edition you searched for, such as the director's commentary Blu-ray, then **uncheck** this box.
  - b. **Volumes Needed:** If an item has multiple volumes, indicate which volumes you want for this request. Some requests may only be filled one volume at a time.
  - c. **Patron's Notes:** Include any special messages about the request such as "Blu-Ray only" or "Large print only."
  - d. **Pickup Location:** Please select the HCPL branch where you want to pick up your ILL. Select **Set Default Pickup Location** to have this information saved for future ILL requests.

Title/Journal Title	Happy Place [Hardcover]		
Author/Creator	Henry, Emily		
Publisher (Place, Name, Date)	New York	Berkley	[2023]
Any Edition is Acceptable	<input checked="" type="checkbox"/>		
Volumes Needed			
ISBN	9780593638446	0593638441	9780593441206
Patron's Notes			
Need by *	8/28/2024		
	<a href="https://hcpl.net/interlibrary-loan-ill-texshare/">https://hcpl.net/interlibrary-loan-ill-texshare/</a>		
Patron's Last Name *	SMITH		
Patron's First Name	JOHN		
Patron's Library Card Number	24028099876543		
Patron's Contact *	jsmith@fakeemail.net		
Pickup Location Options	HCPL Freeman		
	<input type="button" value="Set Default Pickup Location"/>		

4. Click **Submit** to place your request.

# Managing your account and requests

1. When logged in, click on **Your Account** in the top right corner and select **Items From Other Libraries**.

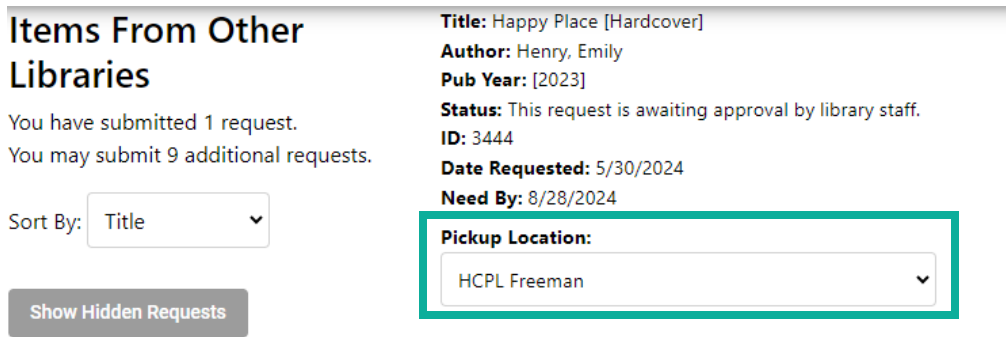


2. Your *currently active* interlibrary loan requests are listed here along with their status. This page does not keep an ongoing history of your previously submitted requests.
  - a. Currently active: These are all requests that are waiting to be filled on their way to our library, currently checked out to you, or on their way back from us to their owning library.

<h2>Items From Other Libraries</h2> <p>You have submitted 1 request. You may submit 9 additional requests.</p> <p>Sort By: <input type="text" value="Title"/> ▼</p> <p><a href="#">Show Hidden Requests</a></p>	<p><b>Title:</b> Happy Place [Hardcover] <b>Author:</b> Henry, Emily <b>Pub Year:</b> [2023] <b>Status:</b> This request is awaiting approval by library staff. <b>ID:</b> 3444 <b>Date Requested:</b> 5/30/2024 <b>Need By:</b> 8/28/2024 <b>Pickup Location:</b> <input type="text" value="HCPL Freeman"/> ▼</p>
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## Change the Pickup Location

1. On the **Items From Other Libraries** page, click the **Pickup Location** dropdown menu and select the new Harris County Public Library branch you want the item sent to.



**Items From Other Libraries**

You have submitted 1 request.  
You may submit 9 additional requests.

Sort By: Title ▾

Show Hidden Requests

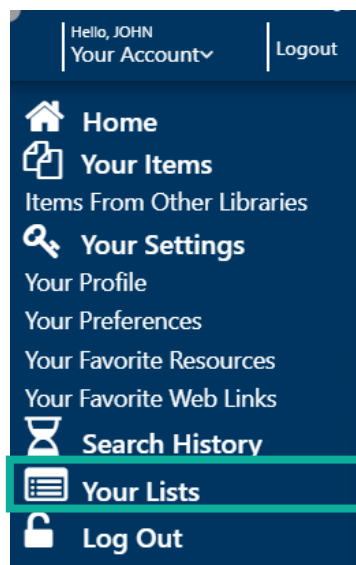
**Title:** Happy Place [Hardcover]  
**Author:** Henry, Emily  
**Pub Year:** [2023]  
**Status:** This request is awaiting approval by library staff.  
**ID:** 3444  
**Date Requested:** 5/30/2024  
**Need By:** 8/28/2024

**Pickup Location:**  
HCPL Freeman ▾

## Creating Lists

You can create your own unique lists to keep track of items you have requested, items you want to request, and any other category you want.

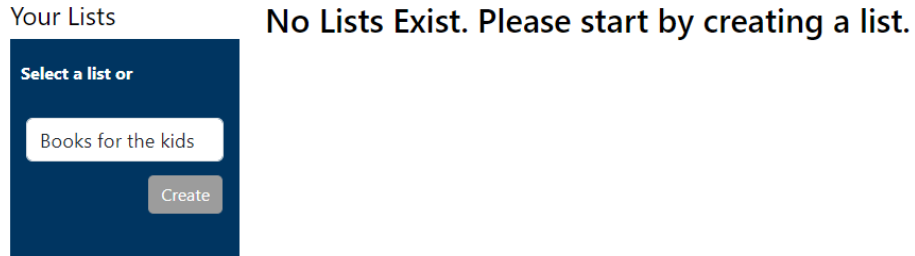
1. When logged in, click **Your Account** in the top right corner and select **Your Lists**.



Hello, JOHN  
Your Account ▾ | Logout

- Home
- Your Items
- Items From Other Libraries
- Your Settings
- Your Profile
- Your Preferences
- Your Favorite Resources
- Your Favorite Web Links
- Search History
- Your Lists**
- Log Out

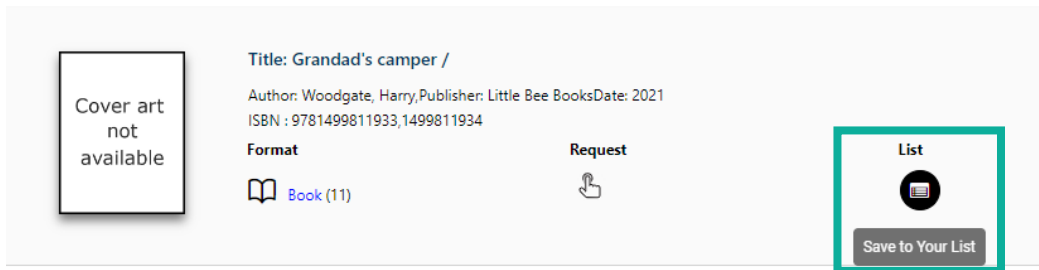
2. Enter the name of your new list, then click **Create**.



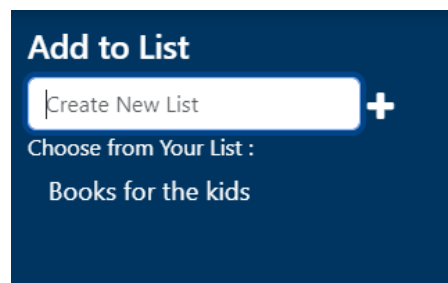
3. Create as many lists as you like!

## Adding items to lists

1. When logged in, you will see the **List** option on search results.



2. Click on it to add the item to an existing list or to create a new list for the item.

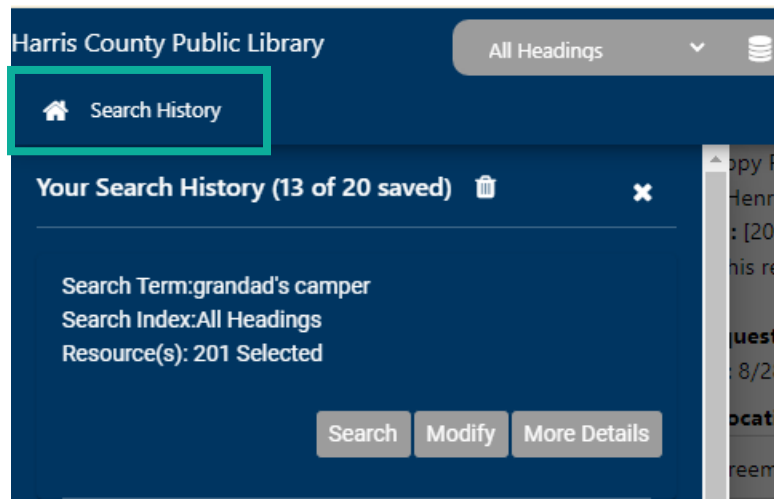




## Search History

SHAREit will keep track of your search history *while you are logged in*. It will not keep track of your previous searches if you are not logged in.

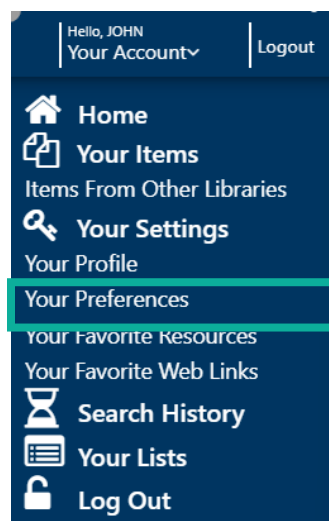
1. In the top left corner of the screen, click **Search History** to see your previous 20 searches.



2. Click **Search** to perform the same search or click **Modify** to make changes to your search term(s) before searching again.

## Increasing saved search history

1. When logged in, click **Your Account** in the top right corner, then select **Your Preferences**.



2. In the second field, **Number of searches to save in history**, select the number of searches you want saved.

**Your Preferences**

Default Result Sort:	Use Library Default
Number of searches to save in History:	20

3. Click **Save**.