How To with HCPL Interlibrary Loan Requests

This guide provides step-by-step instructions to using the 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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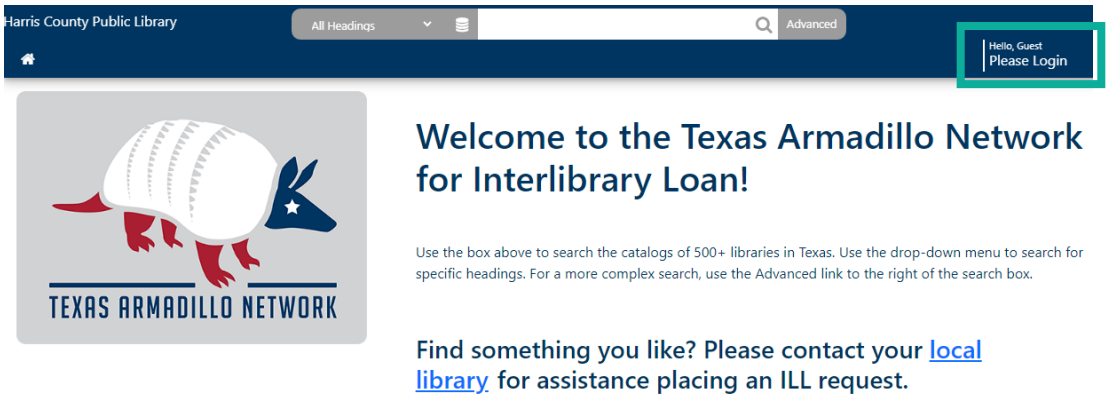
Where is the Interlibrary Loan (ILL) website?

The Interlibrary Loan website for Harris County Public Library, Texas Armadillo Network, 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!

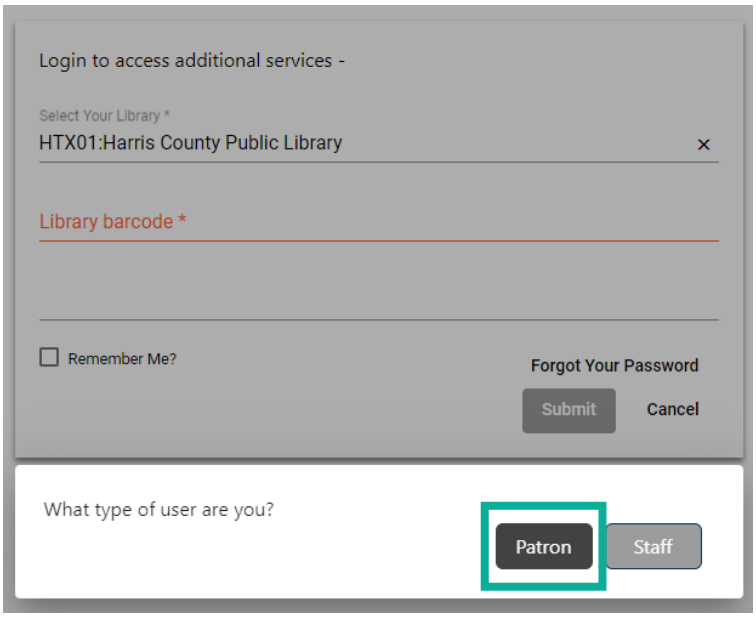
Log in to your account

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

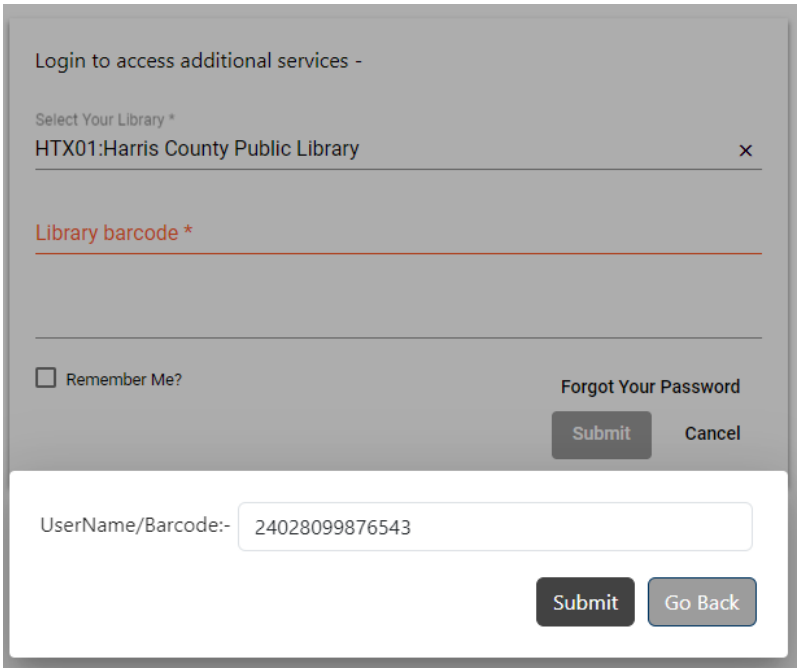
1. Click the **Please Login** option in the top right corner.



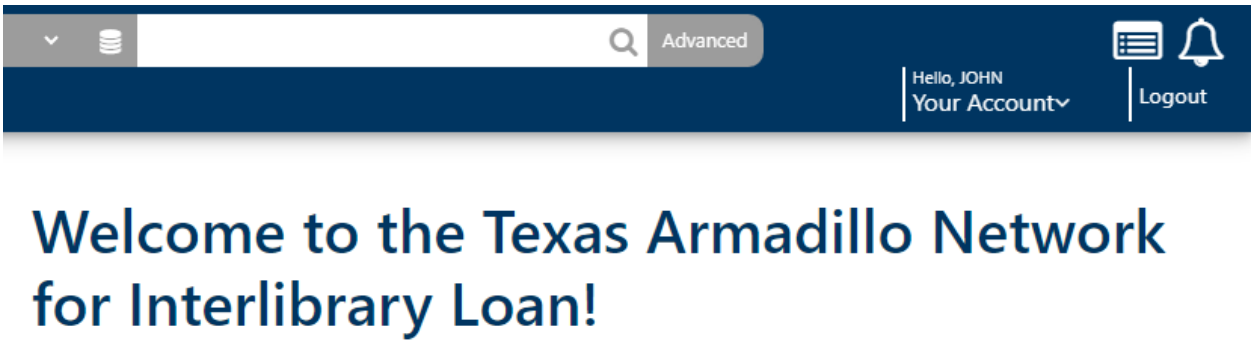
2. Select **Patron** when it asks what type of user you are.



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

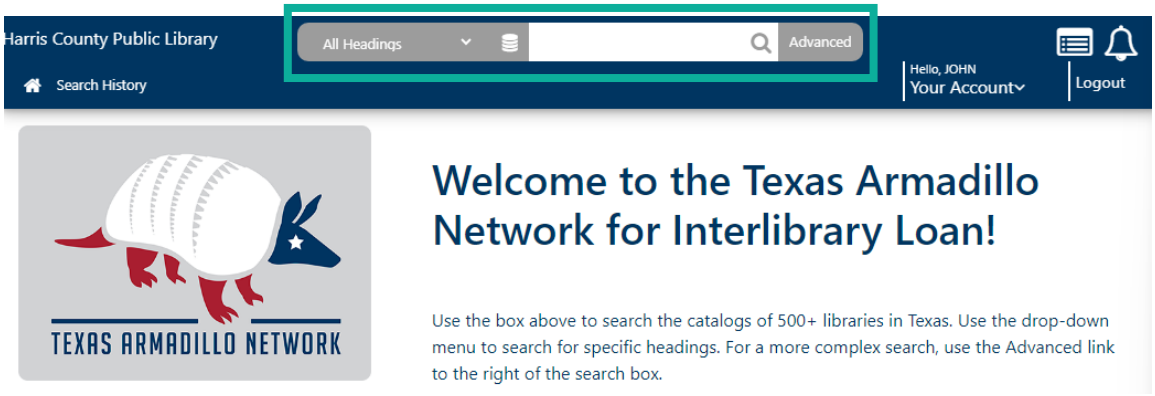


4. Your first name will show in the top right corner when you're logged in.



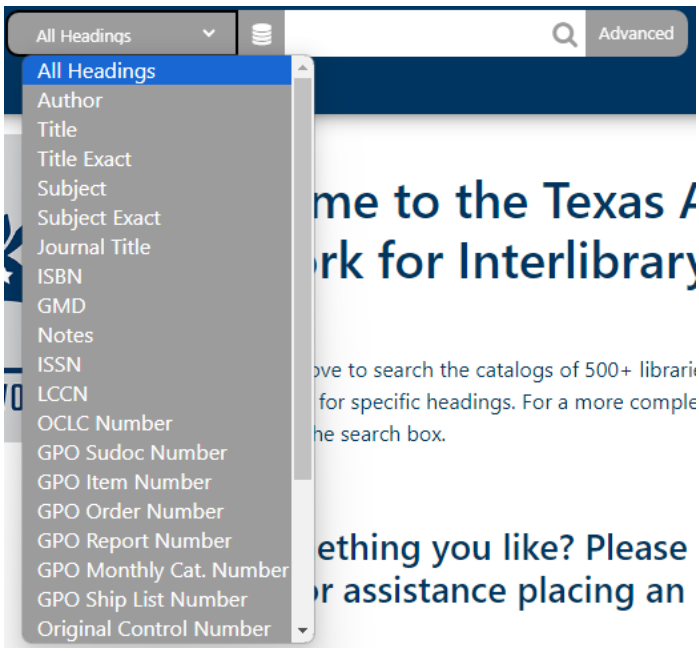
How to search for an item

1. On the Harris County Public Library's Texas Armadillo Network 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.

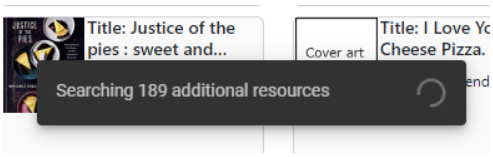


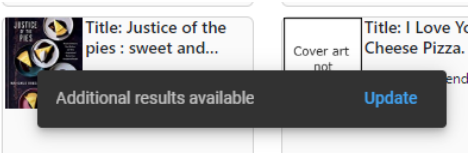
3. The **Advanced** option to the right of the search bar allows you to conduct a more detailed and specific search. You can search for specific terms in specific fields.

Search Tips:

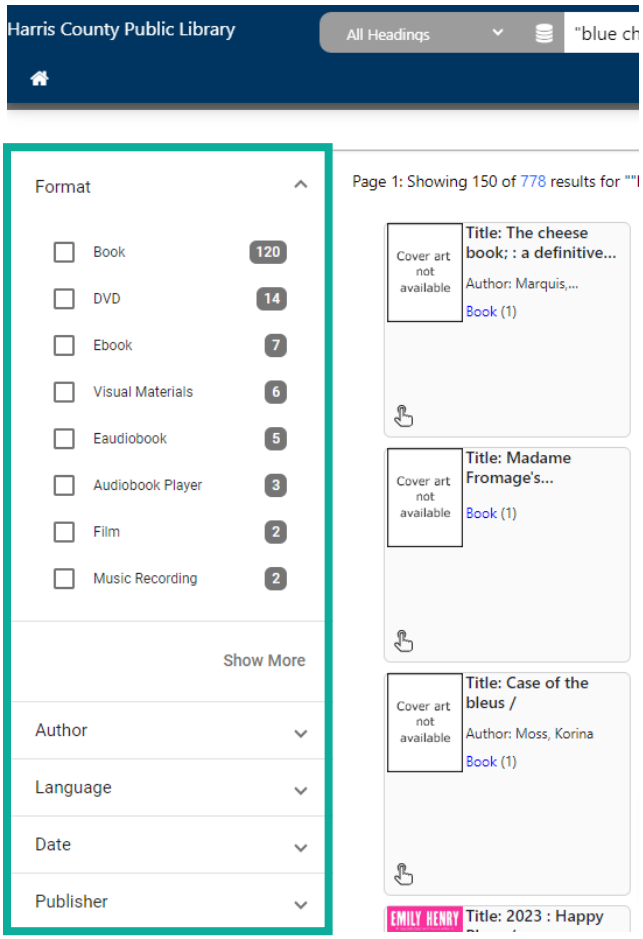
1. Use quotation marks: To search for an exact phrase, put your search term in quotation marks. For example, if you want to look for blue cheese, type in “blue cheese”. This tells the search to look *only* for items that include the words “blue cheese” together. Otherwise, it will search for “blue” and “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. Make sure to click Update to see all possible search results!

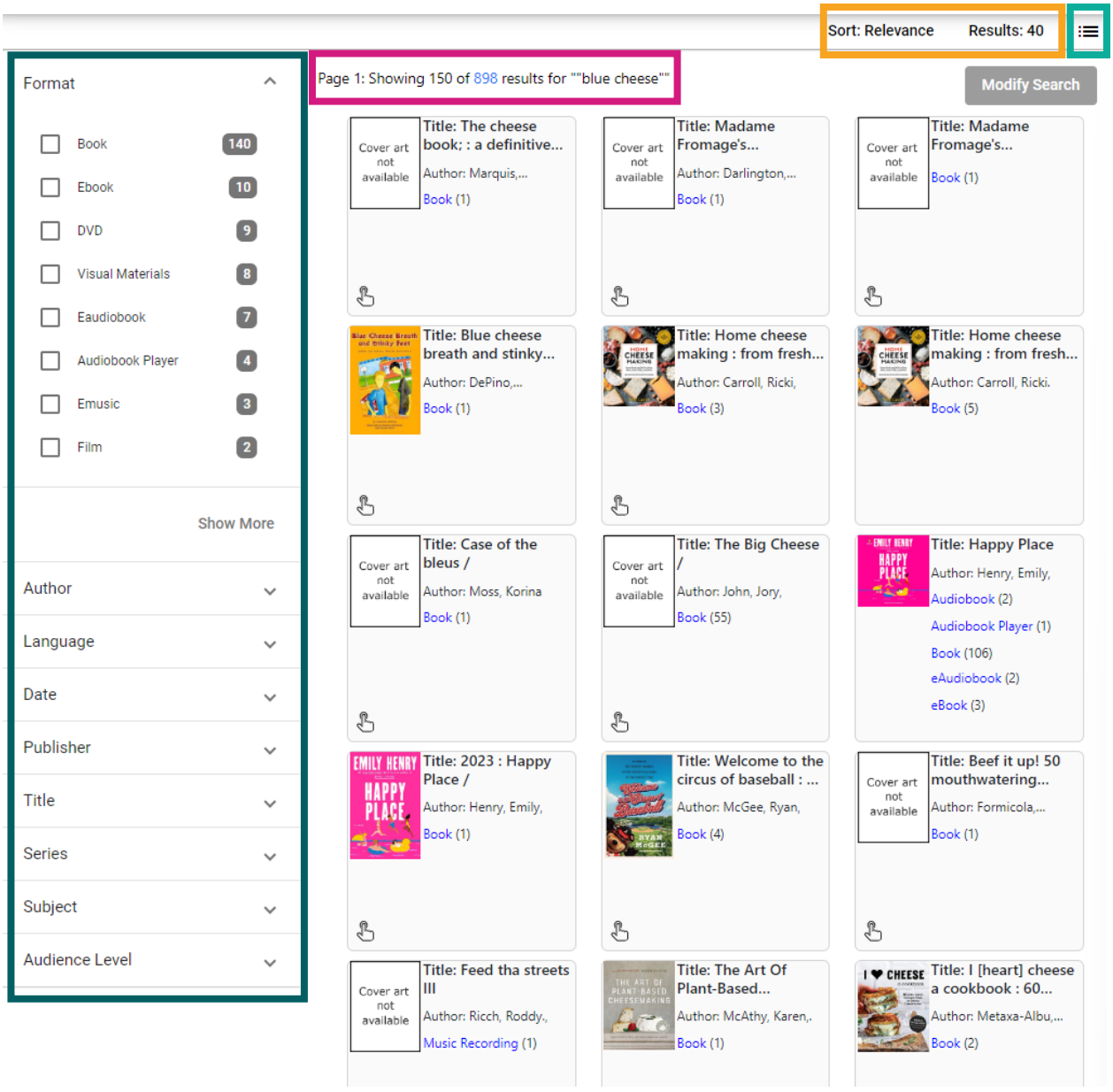




3. Filter your results: After you search, you can use filters, such as Format, Date, Language, and Audience Level to narrow down your search results.



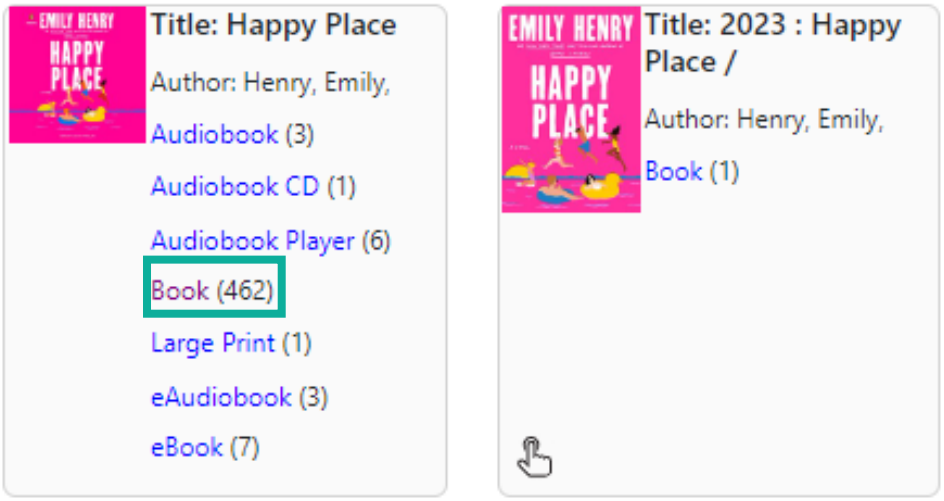
Search Results Screen:



- **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 Texas Armadillo Network's Interlibrary Loan services which means there are 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:



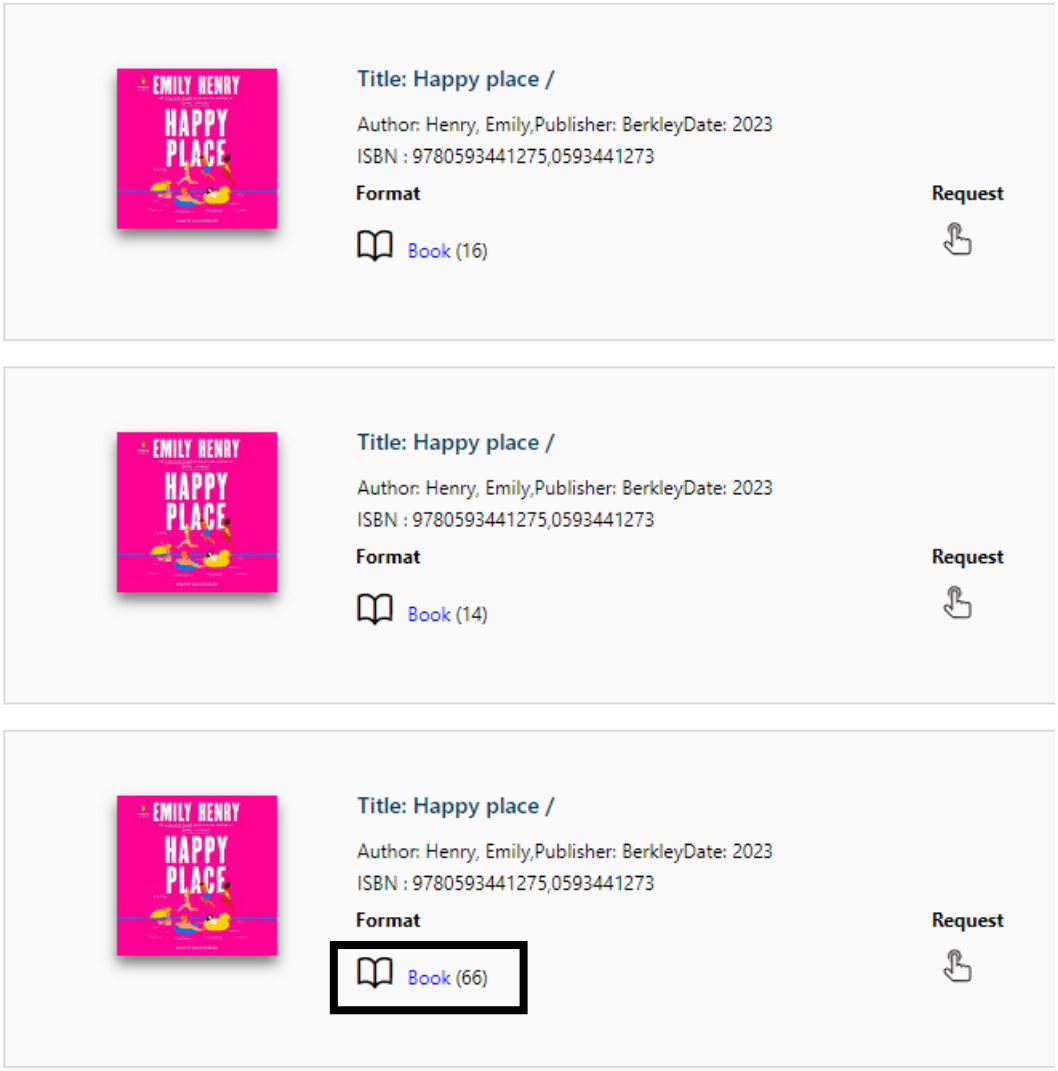
Multiple formats

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

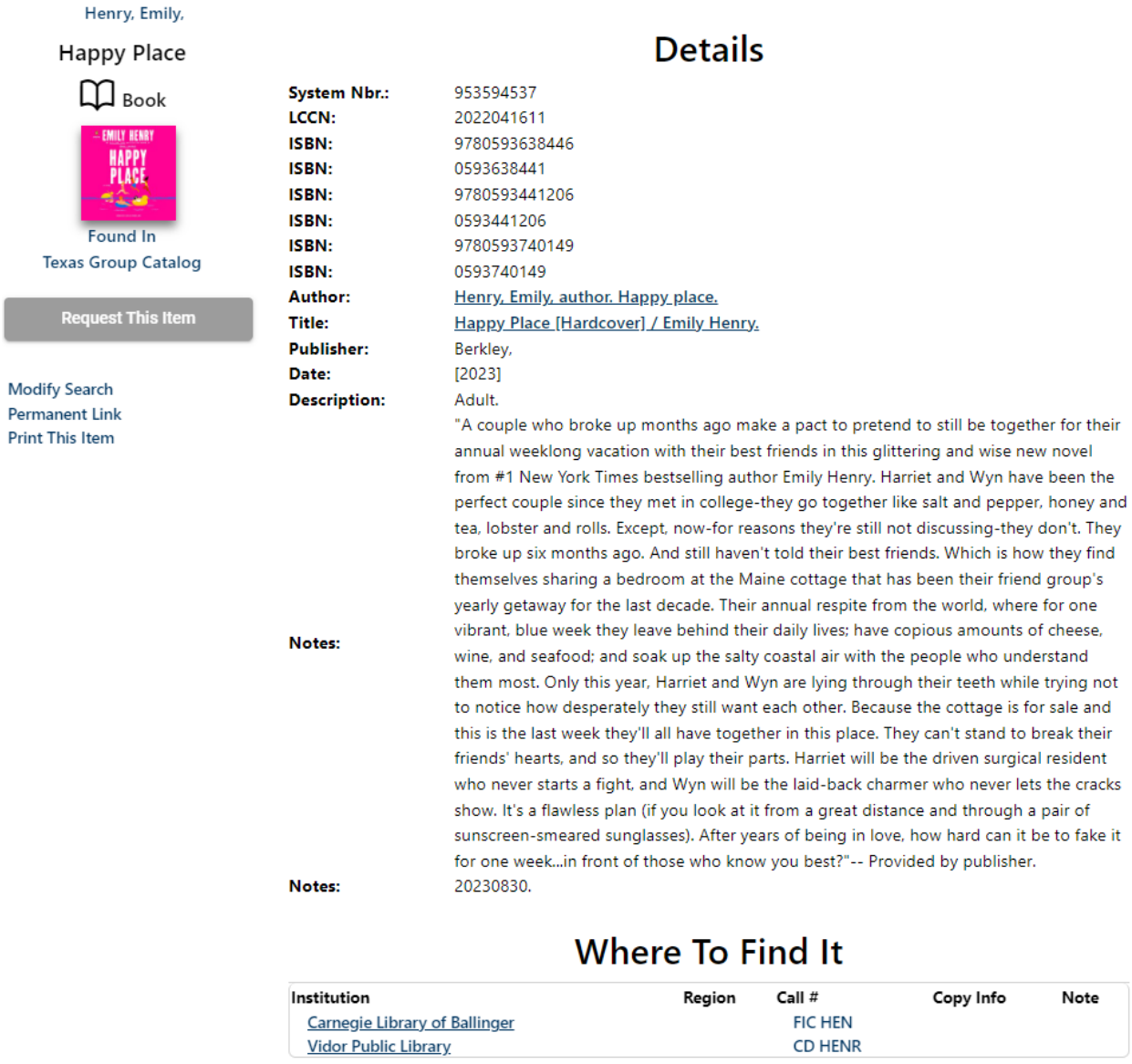
Sometimes, after clicking on a search result, you'll find the same title and format has many different records to choose from, such as in the example below. The reason for all these different options goes back to the specific information each library puts in their system.

A good practice is generally to select the record with the highest number of copies, such as the record below that has **66** libraries. Don't worry if you only see small numbers though! If no libraries in the Texas Armadillo Network have the item, we will send your request to other libraries across the United States.



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.



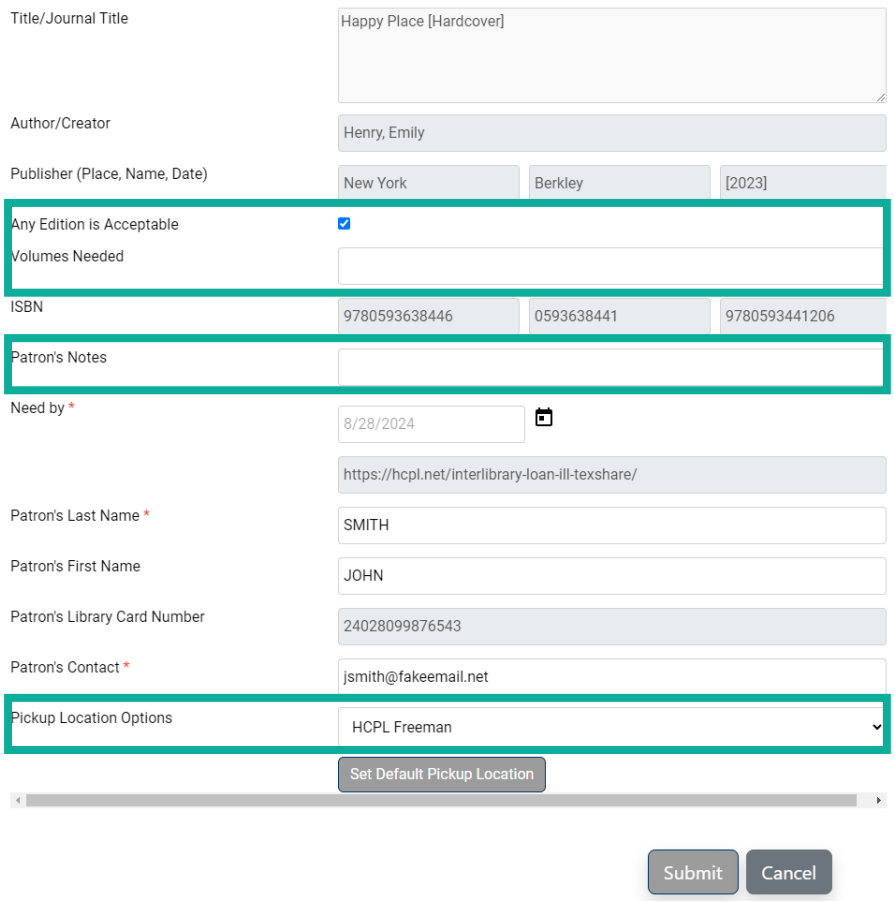
How to request an item:

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



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 a revised edition or 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.

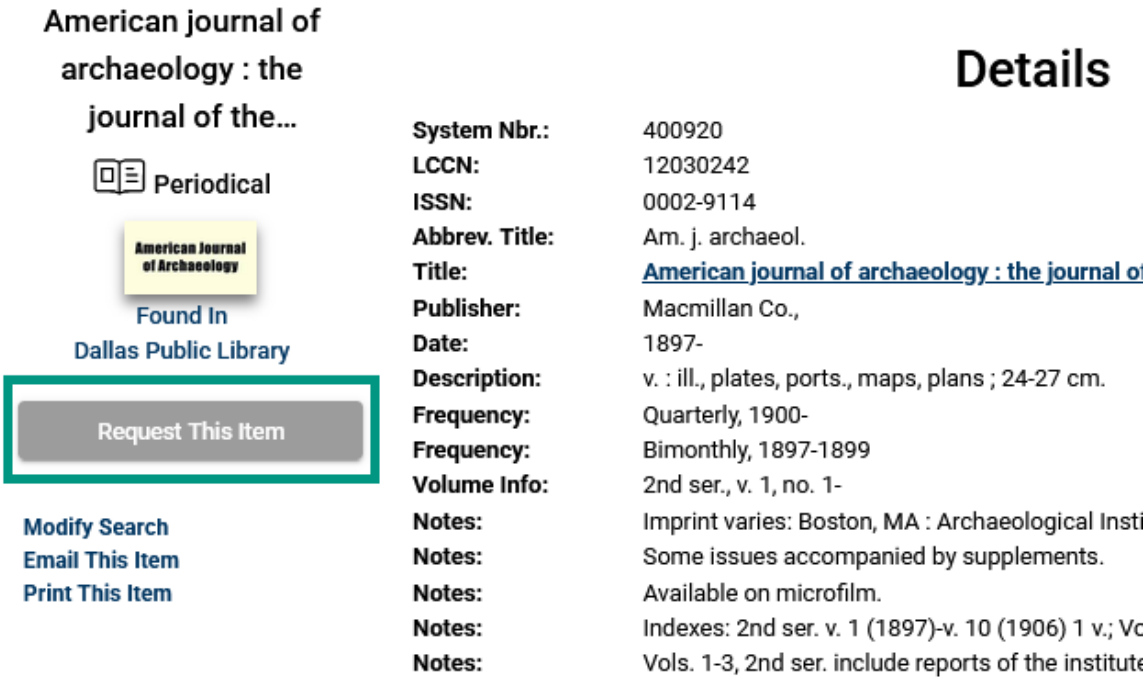


4. Click **Submit** to place your request.

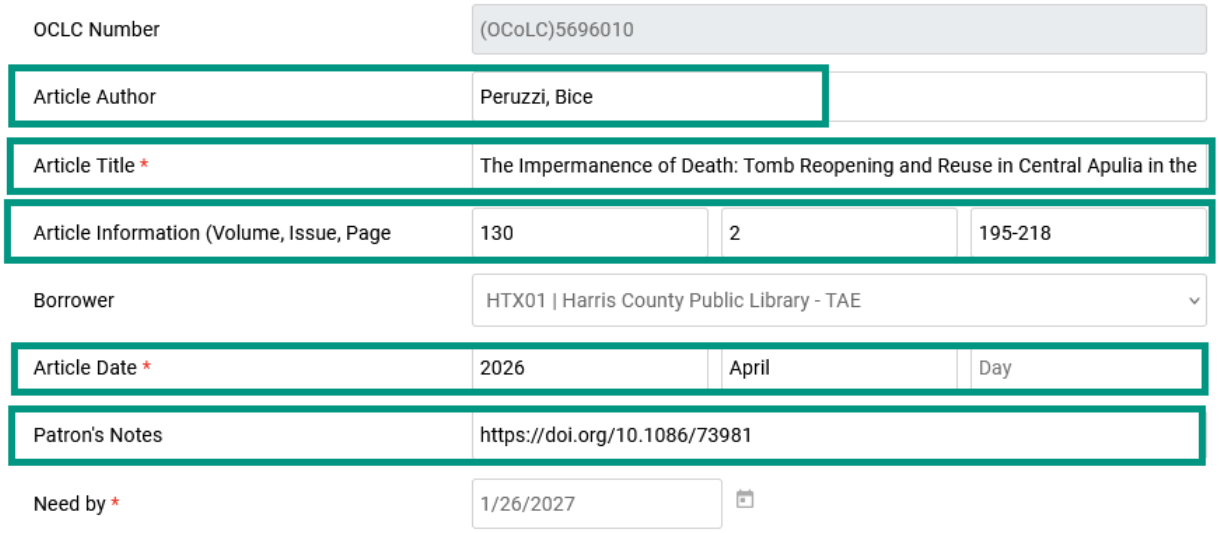
How to request an article:

1. Search for the title of the journal you'd like to request, not the article.

2. Once you've found the right journal you want to request, click the **Request This Item** button.



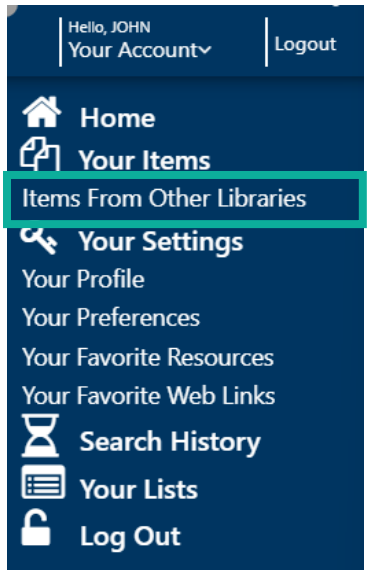
3. The request form automatically populates the journal's information. You will need to fill out a few fields about the specific article.
    a. **Article Author**
    b. **Article Title**
    c. **Article Information:** This field has spaces for Volume, Issue, and Pages. The information helps lending libraries locate the requested article.
    d. **Article Date:** The field has spaces for the Year, Season or Month, and Day. Include the information for the specific journal issue where the article appeared.
    e. **Patron's Notes:** This field may be used to add the article's DOI or any other information you want to include in the request.



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 all your previously submitted requests.



   a. Currently active: These are all requests that are waiting to be filled by lending library, are on their way to our library, or are currently checked out to you.

Change the Pickup Location

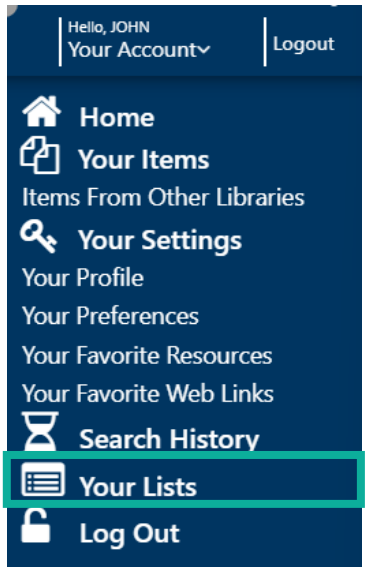
1. On the **Items From Other Libraries** page, click the **Pickup Location** dropdown menu and select the new Harris County Public Library branch you want the item sent to.
    a. This option will not be available once an item has been received at Harris County Public Library.



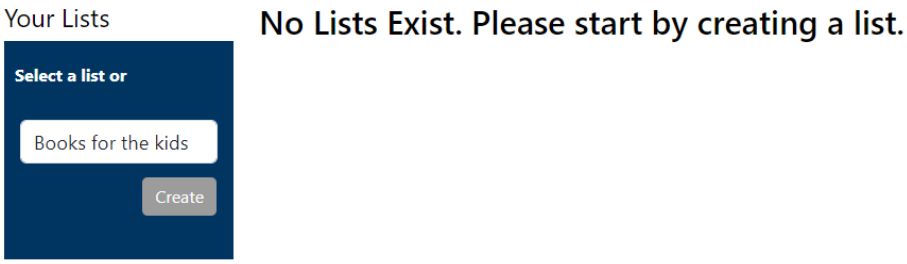
Creating Lists

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**.



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



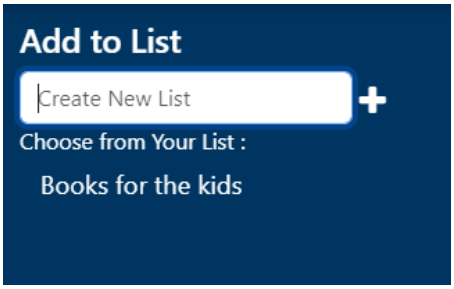
3. Create as many lists as you like!

Adding items to lists

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



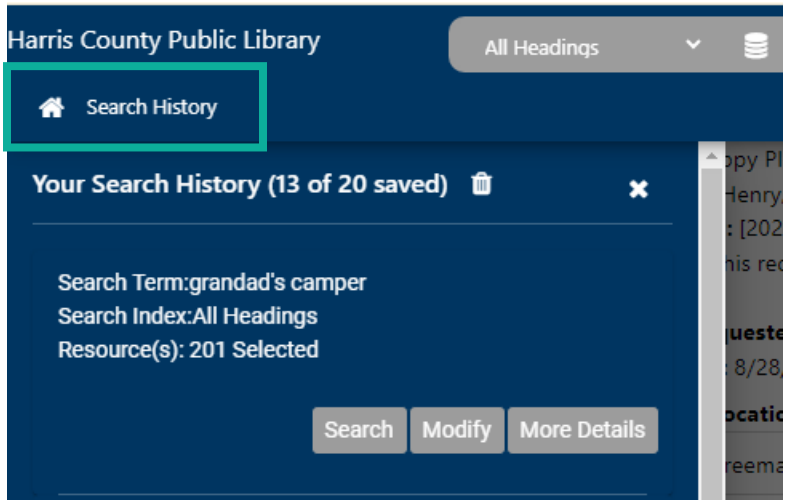
2. Click on it to add the item to an existing list or to create a new list for the item.



Search History

The Texas Armadillo Network page 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.

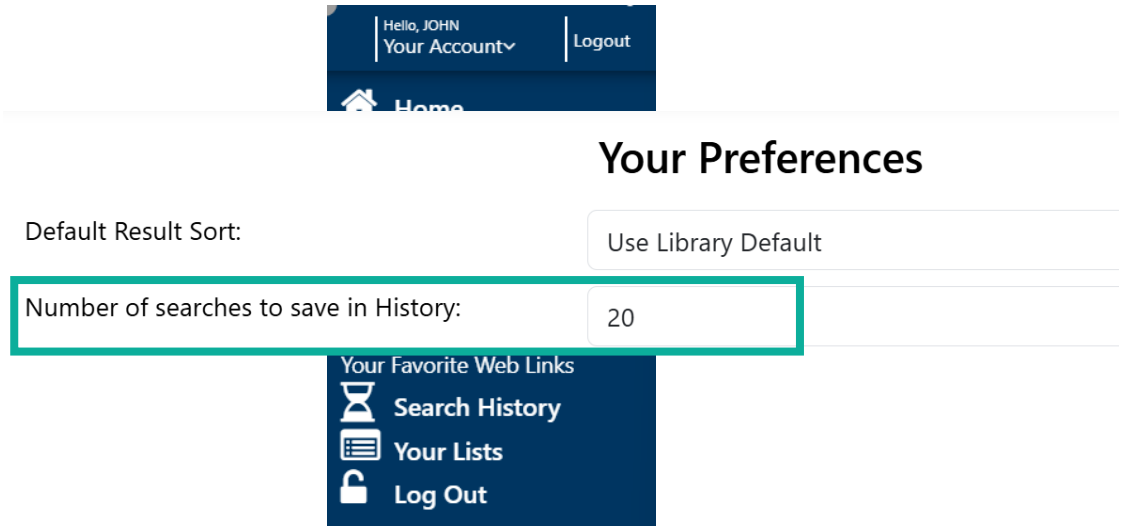
1. In the top left corner of the screen, click **Search History** to see your previous 20 searches.



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

Changing 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.
3. Click **Save**.