How to Request an ILL

An Intralibrary or Interlibrary Loan
Part One

Borrowing a book within LCC Libraries
From the Laredo Community College homepage: http://www.laredo.edu/cms/

You can access the Library home page by click any of the three tabs.
Click on Library Services
Determine if the book is at either campus library.

Click on find a book to access the online catalog.
This drop down menu allows you to choose different ways to find material.
This drop down menu allows you to select where to search.
In this example, we will look for the title of a book to see if either campus has it.
The book we are looking for is at the Yeary Library in the General Collection so it can be checked out. Click on details for the information necessary to fill out the request form.
To get the book transported to the South Campus we will fill out an Intralibrary Loan request form.

We can use the information from the card catalog record to fill it out.
On the Library’s Main page click on Request Books or Articles from Another Library or LCC Campus.
Click on the Intralibrary Loan Form
Enter the title information into the request form. Then enter your contact information.

Keep in mind that you can always order a book with just the author and title, but it is preferable that you provide as much detail as possible.

**IntraLibrary Loan Form**
Borrowing within LCC Libraries

Use the online book catalog to determine if a book you require needs to be borrowed from the other LCC library. To borrow materials from the other LCC library, fill out this form as completely as possible and click on "Submit Form." The item will be delivered as soon as possible. Please note that requests submitted after 11:00 a.m. will not be processed until the next full business day.

IntraLibrary Loan service is available only to LCC faculty, staff, and currently-enrolled students with a Palomino ID card.

<table>
<thead>
<tr>
<th>Book/Item Request</th>
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<tbody>
<tr>
<td><strong>Title:</strong> The book of exploration</td>
</tr>
<tr>
<td><strong>Author:</strong> Howgago, Raymond John</td>
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<tr>
<td><strong>Publisher, Date, Edition:</strong> 2009</td>
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<tr>
<td><strong>ISBN:</strong> 9781608190591</td>
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<tr>
<td><strong>Call Number:</strong> G50 H676 2009</td>
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When you fill out your information, remember to supply a way of contacting you. This allows the Library to call you when the book arrives, or if they need more information to find the book.
Part Two

Borrowing a book outside
LCC Libraries
From the Laredo Community College homepage: http://www.laredo.edu/cms/
You can access the Library home page by clicking any of the three tabs.
Click on Library Services
Determine if the book is at either campus library.

Click on find a book to access the online catalog.
We will use the Power Search to see if a title is owned by the libraries at LCC.

This drop down menu allows you to choose different ways to find material.
This drop down menu allows you to select where to search.
The power search allows for entering more information to narrow or broaden your search.

Enter the data and click on search.

We are using the title and author to see if the book is at either library.
As you can see, the title is not in either library.
We will now go to the library main page and go to the OCLC database to get more information on the book we want.

Click on find a database.

Click on Periodical databases listed alphabetically.
Scroll down to OCLC WorldCat and click.
Type the information into OCLC. And click on search.
Click on the hyperlinked title in blue to get additional information.
Notate the information needed to fill out the Interlibrary loan form, scroll down for more.
Notice the record shows how many libraries own the title. Here is the LC number. It is also a call number. This is how the books are placed on the shelf, in call number order. We can use this to locate the nearest copy.
If you were to click on libraries that own this book, OCLC Worldcat will first list the libraries in Texas, and then go alphabetically. You can use this to get a general idea of how long the ILL will take to ship.
On the Library’s Main page click on Request Books or Articles from Another Library or LCC Campus.
Click on the Interlibrary Loan Form.
Enter the title information into the request form. Then enter your contact information. Keep in mind that you can always order a book with just the author and title, but it is preferable that you provide as much detail as possible.
When you fill out your information, remember to supply a way of contacting you. This allows the Library to call you when the book arrives, or if they need more information to find the book.
Once you have completed the form, click on the submit button and you are done!

Interlibrary loans are usually filled within a week or two. Keep in mind that it depends on how far away the books is and availability.

REMEMBER – THIS IS A FREE SERVICE
Part Three

Requesting an article between LCC libraries or from other libraries
Requesting an article via Intralibrary or Interlibrary loans is easy!
A request for an article differs from requesting a book in that it requires more information.
First fill in the title and author of the article.

Then the name of the periodical that the article is published in. This is important to locate the article in the thousands and thousands of periodicals that are published.

Next fill in the Volume number and Issue number. This is important because periodicals come out monthly, bi-monthly, annually, biannually, yearly, or weekly. The volume number narrows down the location of the article.
Once you have filled in the information on the article, fill in your contact information.

Remember to put in your telephone number or email so if there is any questions about the materials you requested we can contact you for additional information.

<table>
<thead>
<tr>
<th>Article Title:</th>
<th>Yarn</th>
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<tbody>
<tr>
<td>Author of Article:</td>
<td>Coppesman, Michael</td>
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<tr>
<td>Periodical Title/Source:</td>
<td>The Literary Review</td>
</tr>
<tr>
<td>ISSN:</td>
<td>0024-4689</td>
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<tr>
<td>Volume Number:</td>
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<td>2</td>
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<tr>
<td>Date of Issue:</td>
<td>Winter 2011</td>
</tr>
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</tr>
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**Contact Information**

Your Name: Deborah Matthews
Palomino ID: Pxxxxxx
Library Patron Status:
1. [ ] Student
2. [ ] LCC Employee

Phone Number: 956-794-4272
E-Mail Address: deborah.mathews@laredo.edu
Date Book or Article is Needed: mm/dd/yyyy
Library Pick-Up (Select a Library):
1. [ ] Yeary Library, Ft. McIntosh
2. [ ] Zaffirini Library, South Campus

Comments:
Please scan and email a PDF of the article. Thank you.

Save a tree and get your material faster. Request that we mail you a PDF copy!
For additional assistance, Please email the library at:

Reference_desk@laredo.edu

Or via telephone:

Yeary Library Information Desk: (956)721-5274

Zaffirini Library Information Desk: (956) 794-4274