

Interlibrary loan (ILL) @ the Cozby Library and Community Commons

What is Interlibrary Loan?

- Interlibrary loan is a service that provides access to library materials that are not available at this library. This is achieved through agreements with libraries in Texas and throughout the country.
- The Interlibrary loan service is **only available** for residents of Coppell. Library accounts should be clear of fines and overdue items before placing a request.
- You may request no more than 10 interlibrary loan items in a 30 day period.
- If the Cozby Library and Community Commons owns the desired item, you cannot request it through Interlibrary Loan. Be sure to check our library catalog first to see if we own a particular title. If we do own the material, you may place a request for that item through our catalog.
 - If you have verified that the Library does not own the item you are requesting, but receive an email stating otherwise, please disregard that email. Our Interlibrary Loan system does not have the ability to update regularly to reflect our true holdings.
- We are not always able to fill every request that is made. Many libraries do not loan DVD's, audiobooks or items that have been published within the last year, so it may be more difficult to borrow these materials through interlibrary loan. If your request is unable to be filled, you will be notified by phone or email. You may always resubmit your request if you still need a particular item, and we can try again.
- If you need assistance placing your request or have questions please do not hesitate to contact the library @ 972-304-3658.

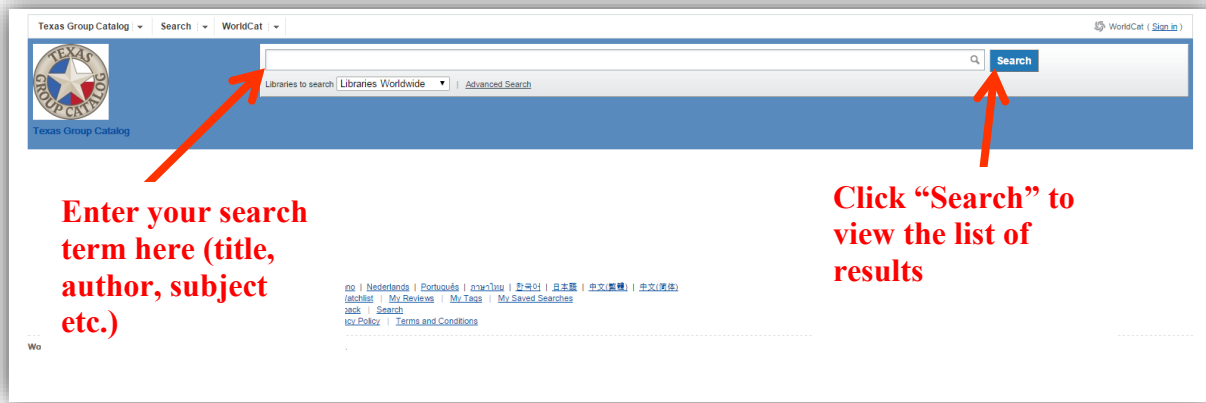
How do I request an Interlibrary Loan item?

1. Go to catalog.coppelltx.gov
2. Click on InterLibrary Loan from the menu on the left. Next, choose the "Place an interlibrary loan request" link (<http://texasgroup.worldcat.org>).

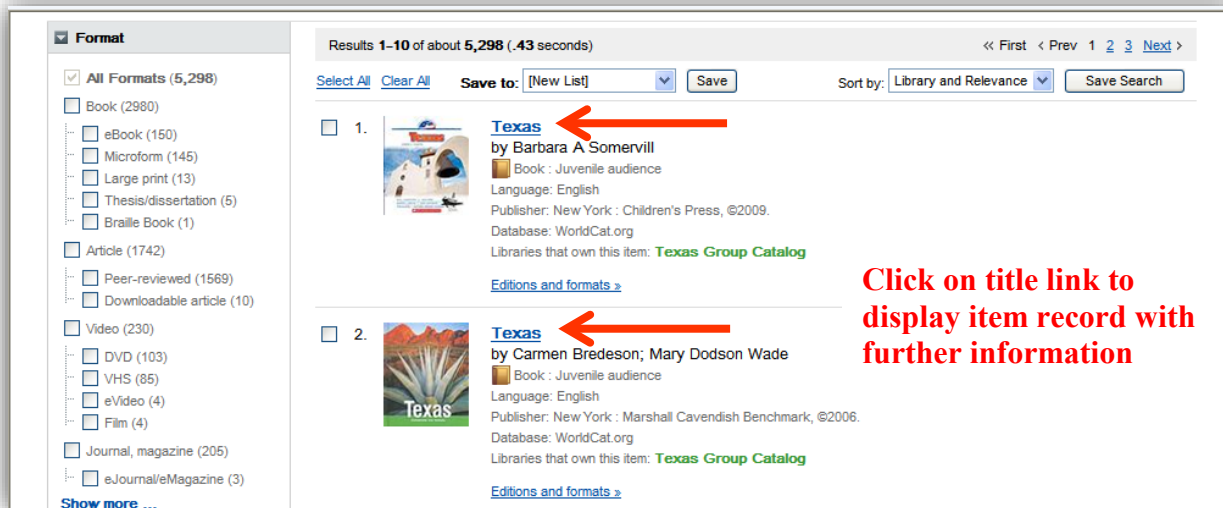


The screenshot shows the website interface for Cozby Library and Community Commons. At the top, there is a navigation bar with links for My Account, Search, Home, Children's Catalog, and Help. Below this is a search bar with a "Quick library search:" label and a "Limit by:" dropdown menu set to "All Formats". On the left side, there is a vertical menu with various categories, including "Interlibrary Loan". Under "Interlibrary Loan", there are two links: "Place an Interlibrary Loan request" and "Click here for ILL instructions". A red arrow points to the "Place an Interlibrary Loan request" link, with a white box containing the text "Click Here" next to it. In the background, there is a promotional banner for "Request rooms online" featuring a laptop screen with the text "Request a study room or meeting space here!".

3. This is where you will enter what your search terms.



4. Next, you will get a results list of possible matches for your search. You can refine your result list by selecting from the options in the left-hand navigation bar. When you find the item you wish to request, click on the title to display the full item record.



5. This screen will display more complete information about the item. If you are sure that this is the item you want, click the "Request Item" button. Here you will see a list of libraries that own the item. You do not need to choose one of these libraries, the ILL system will make the best choice based on availability.



6. Select “Cozby Library and Community Commons” as your home library, then click “Continue.”

WorldCat®

Choose your home library:

Type the name of your home library below or select it from the list of available libraries. Please ask your local librarian if you do not find your library listed and would like to request the item.

- Cooke County Library
- Copperas Cove Public Library
- Corpus Christi Public Libraries
- Corsicana Public Library
- County-City Library (Sweetwater)
- Cozby Library and Community Commons
- Crane County Library
- Crockett County Public Library
- Crosby County Library
- Cross Plains Public Library
- Crowley Public Library

Keep me logged in to my account.
Don't check this box if you are on a public computer.

Click here

7. This is where you will sign in with your library card number and PIN. This may be the last four digits of your phone number, or another password you have created. If you forgot your password, click here: <http://tinyurl.com/getmypassword>.

WorldCat®

WorldCat Navigator Login

Please enter your username: 23717000724197

Please enter your password: ••••

8. Enter your email address (if none leave blank) and any notes you may wish to add (i.e. volume/issue numbers, article titles, format etc.). **You do not need to enter a “need by date”.** Generally, interlibrary loans can take up to two weeks to be filled depending on availability and location. Click “Continue” to submit request.

Request this item

Fields marked with an asterisk * are required.

Title: Texas
Author: Barbara A Somervill
Publisher: New York : Children's Press, ©2009.
Edition/Format: Book : Juvenile audience : English
ISBN: 053118580X 9780531185803 0531229181 9780531229187
OCLC Number: 131062539
E-mail Address: **Email**
Requested Edition: Any Edition
Notes: **Notes**

Click here → Or, [Cancel and Go Back](#)

9. Congratulations! Your request is complete. You will be notified by email when your request arrives.

Texas Group Catalog Search WorldCat

WorldCat (Sign In)
Signed into as Amber (Sign Out)
Connected to the William T Cozby Public Library Network

Request Submitted

Your request has been successfully sent

Title: Tori Amos, piece by piece : a portrait of the artist : her thoughts, her conversations
Author: Tori Amos; Ann Powers
Format: Book
Request ID: 727268

Click here

10. You may also check the status of your requests by logging in to your account within the Texas Group Catalog. Click the down arrow next to "Texas Group Catalog" then click on "My Requests." Follow steps 6 & 7 above to log in to your account to view your requests.

Texas Group Catalog Search WorldCat

WorldCat (Sign In)

My Requests **Click "My Requests"**

Texas Group Catalog

Search Texas Group Catalog and beyond

Databases: WorldCat.org

11. After logging in to your account, you will be able to see a list of your requests and their current status. Please wait until you receive an email notification that your items have been processed and are ready to be picked up.

My Requests (Amber)

View or manage items that you have requested

Total Requests: 3

Sort by:

1. **Tori Amos, piece by piece : a portrait of the artist : her thoughts, her conversations**
by Tori Amos
Format: Book

Request ID: 727268
Requested On: 2013/01/17
Source: NRE
Status: Received

[View Detail](#)

2. **Texas**
by Barbara A. Somervill
Format: Book

Request ID: 726475
Requested On: 2013/01/17
Source: NRE
Status: Shipped

[View Detail](#)