

The Texas Group Catalog Interlibrary Loan Instructions

This basic tutorial will guide you through the process of submitting an Interlibrary Loan request through The Texas Group Catalog from the McAllen Public Library website.

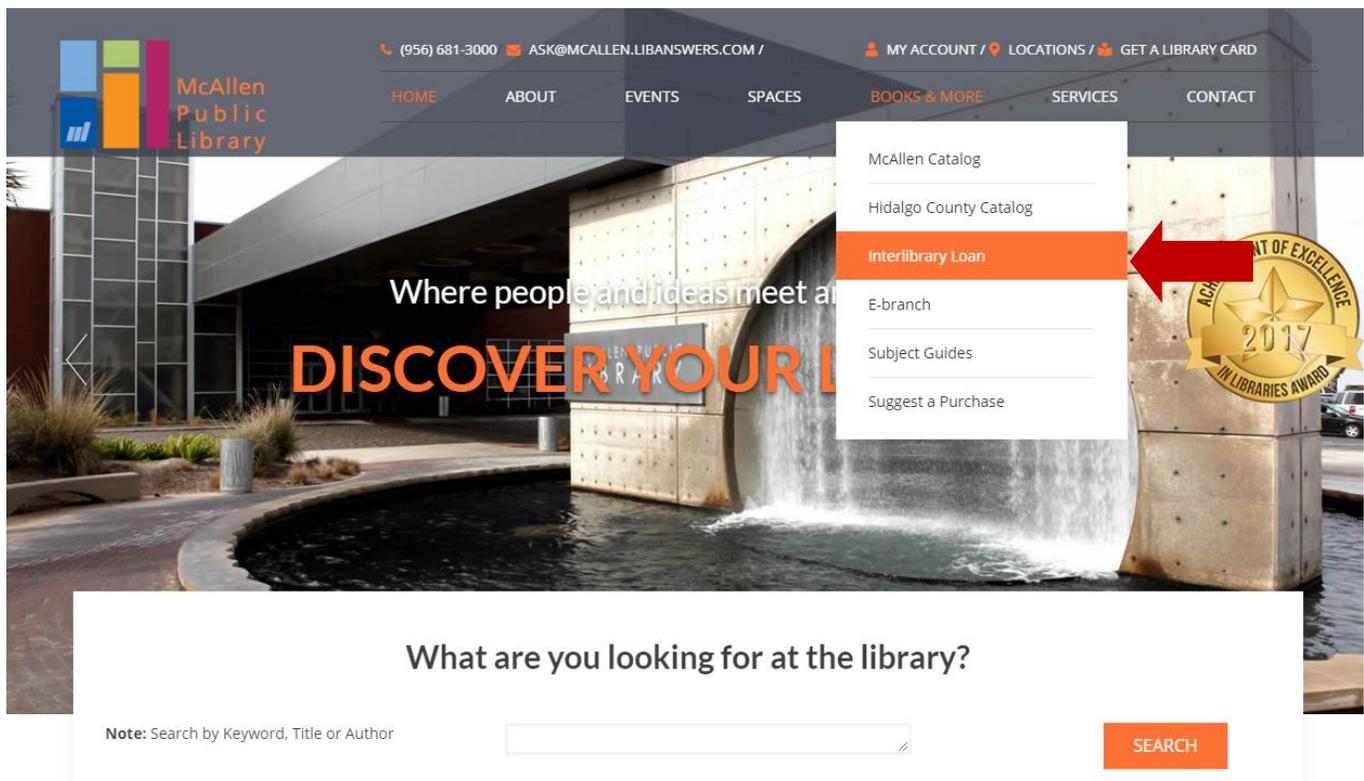
Requirements:

You will need the following in order to place an Interlibrary Loan Request:

- Computer (desktop PC, laptop or tablet)
- Internet access to McAllen Public Library’s website
- Valid Library Card which has **no restrictions** and your PIN number
- Email Address

To place your Interlibrary Loan request

1. Go to MPL’s website: www.mcallenlibrary.net
2. From the “Books & More” menu, click on “Interlibrary Loan.” This will take you to the ILL FAQ page.



The screenshot shows the McAllen Public Library website. The header includes the library logo, contact information (956) 681-3000, and email ASK@MCALLEN.LIBANSWERS.COM. The navigation menu has options for HOME, ABOUT, EVENTS, SPACES, BOOKS & MORE, SERVICES, and CONTACT. The 'BOOKS & MORE' dropdown menu is open, showing options: McAllen Catalog, Hidalgo County Catalog, Interlibrary Loan (highlighted with a red arrow), E-branch, Subject Guides, and Suggest a Purchase. A gold award seal for 'ACHIEVEMENT OF EXCELLENCE 2017 IN LIBRARIES AWARD' is visible on the right. Below the navigation is a search bar with the text 'What are you looking for at the library?' and a 'SEARCH' button. A note below the search bar reads 'Note: Search by Keyword, Title or Author'.

3. Click on the link that says “Click [here](#) to access the Interlibrary Loan Catalog.”



INTERLIBRARY LOAN

Are you looking for something that is not available through the McAllen or Hidalgo County public libraries? Try our Interlibrary Loan service, through which you can request an item from any library in Texas.

Please check the McAllen and Hidalgo County library catalogs before requesting materials through ILL. Requests for items owned by McAllen Public Library and its branches will not be processed unless items requested are more than 30 days overdue or lost on the circulation system. You may also search for and request items through Hidalgo County Library System Catalog.

Click [here](#) to access the Interlibrary Loan Catalog.

FREQUENTLY ASKED QUESTIONS

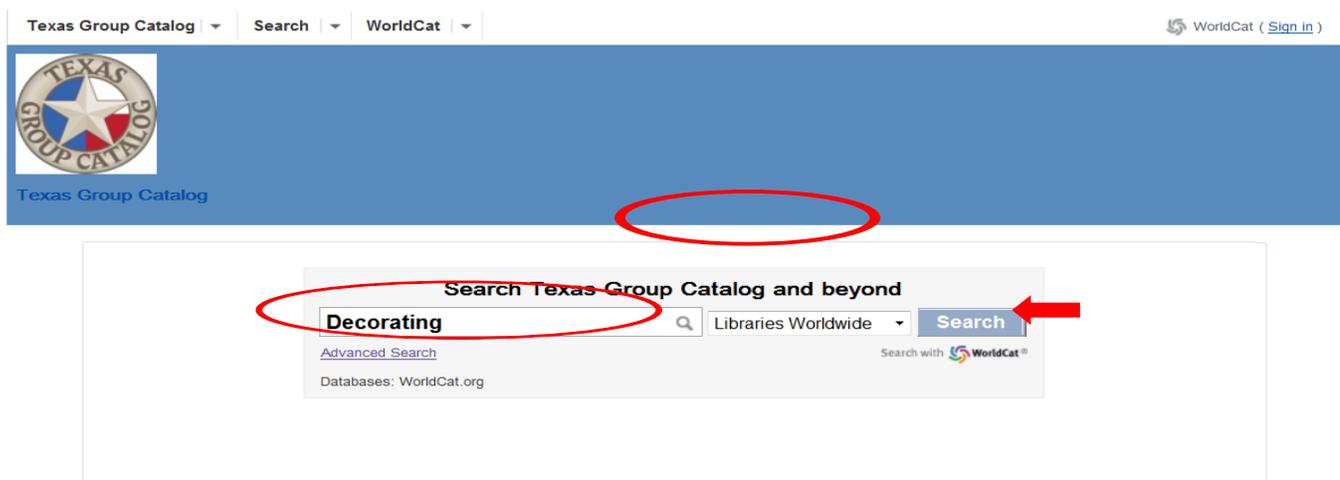
What is interlibrary loan (ILL)?

Because no library can own everything, Interlibrary Loan is a system that allows libraries to share resources with one another. The ILL Department locates a potential lending library and sends a request to borrow the item you seek. The lending library photographs articles or checks out the material in the name of McAllen Public Library. It then mails it to

4. The basic search screen is the default landing page for *The Texas Group Catalog*. From the “Basic Search” screen, begin your search by selecting “Libraries Worldwide” from the drop down menu. It is highly recommended that you only use this search option. Using “Libraries Worldwide” increases your chances of receiving an item since it includes all types of libraries from all over the world. However, McAllen Public Library only borrows within the United States.



5. Next, enter your search term (Author, Title or Subject.) and click “Search.”



6. Allow time for the search results to appear. Once they appear you can add additional limits to your results. (see left side of screen)

The screenshot shows the Texas Group Catalog search interface. The search term is "Decorating" and the results are limited to "Libraries Worldwide". The search results show 1-10 of about 242,764 results. The left sidebar shows a "Format" filter menu with various options like "All Formats (242,764)", "Book (119333)", "eBook (9432)", etc. This menu is circled in red. The main results area shows three items: "Decorating" (Journal, magazine), "Decorating by Giles Kime" (Book), and "Bedroom decorating by Home Decorating Institute" (Book).

7. Sort your results by clicking on the down arrow & by selecting a category.

The screenshot shows the same search results as above, but the "Sort by" dropdown menu is open, showing options like "Library and Relevance", "Relevance Only", "Author (A-Z)", "Title (A-Z)", "Date (Oldest First)", and "Date (Newest First)". This dropdown menu is circled in red. The search results are still displayed, showing the same three items as in the previous screenshot.

8. When you find the item you are searching for click on the title. This should take you to the details for that item.

Search results for 'Decorating' limited to Libraries Worldwide

Results 1-10 of about 243,043 (.43 seconds)

Format: All Formats (243,043)

- Book (119376)
- eBook (9442)
- Microform (3849)
- Thesis/dissertation (3000)
- Large print (98)
- Braille Book (48)
- Continually updated resource (37)
- Article (27786)
- Peer-reviewed (16977)
- Downloadable article (603)
- Chapter (358)
- Archival material (24544)
- Downloadable archival material (7407)
- Image (23160)
- Visual material (13217)
- Downloadable visual material (11035)

Refine Your Search

Author

- Utilitarian Objec... (11263)
- Manson & Woods Ch... (2810)
- Boston Museum Of... (1705)
- Solteby'S (Firm) (1584)
- Artist Not Recorded (1526)

Year

- 2012 (4474)
- 2011 (4948)
- 2010 (4702)
- 2009 (4504)

Language

1. **Decorating**
Journal, magazine : Periodical
Language: English
Publisher: [New York, Condé Nast Publications Inc.]
Database: WorldCat.org
Libraries that own this item: **Texas Group Catalog**

2. **Decorating**
by Giles Kime
Book
Language: English
Publisher: London : Conran Octopus, 2006.
Database: WorldCat.org
Libraries that own this item: **Texas Group Catalog**

3. **Bedroom decorating**
by Home Decorating Institute (Minnetonka, Minn.); Cy DeCosse Incorporated.;
Book
Language: English
Publisher: Minnetonka, MN : C. DeCosse Inc. ; Chicago, Ill. : Contemporary Books [distributor], ©1991.
Database: WorldCat.org
Libraries that own this item: **Texas Group Catalog**

4. **The decorating book**
by Mary Gilliatt
Book
Language: English
Publisher: New York : Pantheon Books, ©1981.
Database: WorldCat.org
Libraries that own this item: **Texas Group Catalog**

5. **Pumpkin decorating**
by Vicki Rhodes
Book
Language: English

9. These are the results for the item you want to request.

Libraries to Search: Libraries Worldwide

Decorating

Author: [Giles Kime](#)

Publisher: London : Conran Octopus, 2006.

Edition/Format: Book : English

Summary: Covers what you need to know when you are doing up your home. This book begins by identifying key decorating styles and then takes you logically through each stage of the planning process. It looks [Read more...](#)

More like this

Subjects: [Interior decoration](#)

[Similar items](#)

Find a copy in the library

Find it in libraries

Location: 78501 Libraries: Libraries Worldwide Find libraries

Displaying libraries 1-6 out of 53 Show libraries holding just this edition

Library	Held formats	Distance	
1. Corpus Christi Public Library Corpus Christi, TX 78401 United States	Book	121 miles MAP IT	Library info Add to favorites
2. Lampasas Public Library Lampasas, TX 76550 United States	Book	335 miles MAP IT	Library info Add to favorites
3. Denton Public Library		489 miles	Library info

10. This results page is an example of a search for a book which the McAllen Public Library owns. If the McAllen Public Library’s catalog shows that we own an item, please check our catalog. Requests for items that McAllen Public Library owns will not be processed unless the item is lost or more than 60 days overdue.

Find a copy in the library

Find it in libraries Request Item

Location: 78501 Libraries: Libraries Worldwide Find libraries

Displaying libraries 1-6 out of 3781 for all 57 editions Show libraries holding just this edition or narrow results by format

<< First < Prev 1 2 3 Next > Last >>

Library	Held formats	Distance	
1. South Texas College McAllen, TX 78501 United States	Book	1 mile MAP IT	Library info Add to favorites
2. McAllen Public Library McAllen, TX 78504 United States	Book	3 miles MAP IT	Library info Add to favorites
3. Pharr Memorial Library Pharr, TX 78577 United States	Book	4 miles MAP IT	Library info Add to favorites
4. San Juan Public Library San Juan, TX 78589 United States	Book + 1 other formats	5 miles MAP IT	Library info Add to favorites
5. Speer Memorial Library Mission, TX 78572 United States	Book	6 miles MAP IT	Library info Add to favorites
6. Hidalgo Public Library Hidalgo, TX 78557 United States	Book	8 miles MAP IT	Library info Add to favorites

11. To request an item, click the “Request Item” button.

Find a copy in the library

Find it in libraries **Request Item**

Location: 78501 Libraries: Libraries Worldwide Find libraries

Displaying libraries 1-6 out of 53 Show libraries holding just this edition

<< First < Prev 1 2 3 Next > Last >>

Library	Held formats	Distance	
1. Corpus Christi Public Library Corpus Christi, TX 78401 United States	Book	121 miles MAP IT	Library info Add to favorites
2. Lampasas Public Library Lampasas, TX 76650 United States	Book	335 miles MAP IT	Library info Add to favorites
3. Denton Public Library Denton, TX 76201 United States	Book	489 miles MAP IT	Library info Add to favorites
4. Jefferson Parish Library Metairie, LA 70001 United States	Book	557 miles MAP IT	Library info Add to favorites
5. West Florida Public Library Pensacola Public Library Pensacola, FL 32502 United States	Book	731 miles MAP IT	Library info Add to favorites
6. Kansas City, Kansas Public Kansas City, KS 66101 United States	Book	917 miles MAP IT	Library info Add to favorites

<< First < Prev 1 2 3 Next > Last >>

12. **NOTICE:** WHEN PLACING A REQUEST DO NOT SELECT A LOCATION.

Find it in libraries

Request Item

Location: 78501 Libraries: Libraries Worldwide Find libraries

Displaying libraries 1-6 out of 53 Show libraries holding just this edition

Library	Held formats	Distance	Actions
1. Corpus Christi Public Library Corpus Christi, TX 78401 United States	Book	121 miles MAP IT	Library info Add to favorites
Lampasas Public Library Lampasas, TX 76550 United States	Book	335 miles MAP IT	Library info Add to favorites
3. Denton Public Library Denton, TX 76201 United States	Book	489 miles MAP IT	Library info Add to favorites
4. Jefferson Parish Library Metairie, LA 70001 United States	Book	557 miles MAP IT	Library info Add to favorites
West Florida Public Library Pensacola Public Library Pensacola, FL 32502 United States	Book	731 miles MAP IT	Library info Add to favorites
6. Kansas City, Kansas Public Kansas City, MO 66101 United States	Book	917 miles MAP IT	Library info Add to favorites

13. Choose your home library either by typing “McAllen Public Library” or using the side scroll down and 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.

McAllen Public Library

Marion & Ed Hughes Public Library

Marlin Public Library

Martin County Library

Mary Lou Reddick Public Library(Lake Worth Library)

Mathis Public Library

McAllen Public Library

McKinney Public Library System

Medina Community Library

Memphis Public Library

Menard Public Library

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

Continue

14. You must now enter your library card number (McAllen cards start with a “P” followed by 6 numbers) and your 4 digit pin number then click on the “Login” button.



Texas Group Catalog Login

Please enter your barcode: P000000
Please enter your PIN code: ****

Login Clear

15. Fill out the necessary information to complete your request.
- “Need by Date” is only required if you have a deadline to receive an item.
 - “Pickup Location” is where you will want to pick up your item:
 - McAllen Public Library
 - Lark Branch Library
 - Palm View Branch Library
 - “Email Address” is highly recommended. If we are unable to fill a request we only notify you by email.
 - “Patron Instructions” is where you can include any comments, special requests, or further information that would be helpful in filling your request.
 - “Requested Edition” you can choose “Any Edition” or “Only This Edition.”

After completing the form, press "Continue."



Libraries to search: Libraries Worldwide | [Advanced Search](#)

Request this item

Fields marked with an asterisk * are required.

Title: Decorating
Author: Giles Kime
Publisher: London : Conran Octopus, 2006.
Edition/Format: Book : English
ISBN: 1840914467 9781840914467
OCLC Number: 62715230
Need By Date (MM/DD/YYYY):
***Pickup Location:** McAllen Public Library
***Note:** ALL ILL MATERIAL WILL BE SHIPPED TO THE McAllen Public Library (Main Branch) and then be sent if necessary to the other two locations.
Email Address:
Patron Instructions:
***Requested Edition:** Any Edition

16. Your request has successfully been submitted!



Libraries to search: Libraries Worldwide | [Advanced Search](#)

Request Submitted

Your request has been successfully sent

Title: Decorating
Author: Giles Kime
Format: Book
Request ID: 934461

NOTICE: IF THIS SCREEN APPEARS DO NOT SELECT "OK". THIS WILL PLACE A DUPLICATE REQUEST FOR THE SAME ITEM. SELECT "CANCEL."



Decorating

Author: [Giles Kime](#)

Publisher: London : Conran Octopus, 2006.

Edition/Format: Book : English

Summary: Covers what you need to know when you are doing up your home. This book begins by identifying key decorating styles and then takes you logically through each stage of the planning process. It looks [Read more...](#)

More like this

Subjects

[Interior decoration.](#)

[Similar Items](#)

Find a copy in the library

Find it in libraries

Confirm this request

Request Item

Location: 78501

You may have already requested this item. Please select Ok if you would like to proceed with this request anyway.

Cancel

Show libraries holding **just this edition**

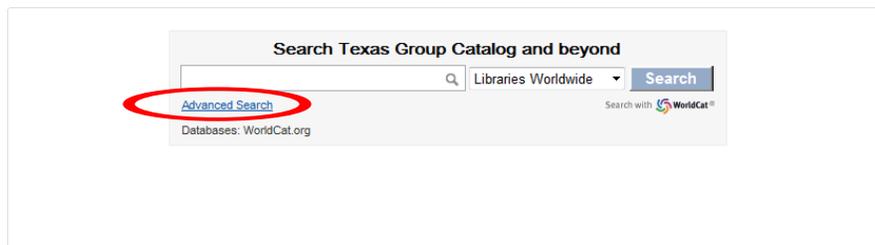
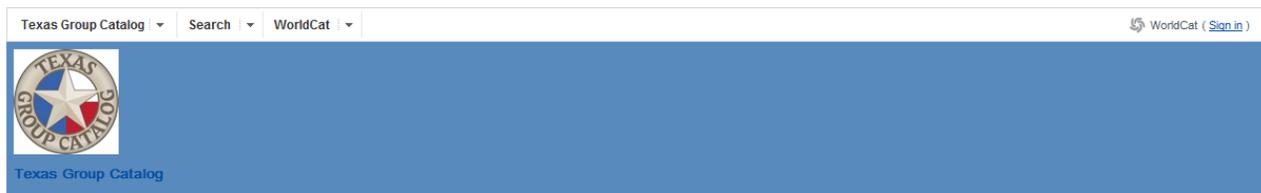
<< First < Prev 1 2 3 Next > Last >>

Library	Held formats	Distance	
1. Corpus Christi Public Library Corpus Christi, TX 78401 United States	Book	121 miles MAP IT	Library info Add to favorites
2. Lampasas Public Library Lampasas, TX 76550 United States	Book	335 miles MAP IT	Library info Add to favorites
3. Denton Public Library Denton, TX 76201 United States	Book	489 miles MAP IT	Library info Add to favorites
4. Jefferson Parish Library Metairie, LA 70001 United States	Book	567 miles MAP IT	Library info Add to favorites
5. West Florida Public Library Pensacola Public Library Pensacola, FL 32502 United States	Book	731 miles MAP IT	Library info Add to favorites
6. Kansas City, Kansas Public Kansas City, KS 66101 United States	Book	917 miles MAP IT	Library info Add to favorites

<< First < Prev 1 2 3 Next > Last >>

Advanced Search Option

1. To use the “Advanced Search” option, click on the link below the search box.



2. The “Advanced Search” screen allows you to set more limits on your search.

Advanced Search [Search](#) [Clear](#)

Select a database to search

The following databases will be searched:

[WorldCat.org](#)

[Add / Remove databases >>](#)

Enter search terms in at least one of the fields below

Keyword:

Title:

Author:

Popular Limits (optional)

Only return peer-reviewed articles

Narrow your search (optional)

Library: Return only items owned by selected library(ies)

Year: Return only items published from to:
e.g. 1971 e.g. 1977

Audience: Return only items for the audience

Content: Return only items with the content

Format: Return only items in the format

Language: Return only items in the language

3. If you choose to use the Advanced Search option after entering your search term and selecting your limits, click search and then continue with Step #6 in the To place your Interlibrary Loan request instructions section.

Checking on your requests

If you would like to check on your requests in the Texas Group Catalog you can do so.

1. On the basic search screen for the Texas Group Catalog, locate the link for the “Texas Group Catalog” above the logo on the top-left side of the page. Click the “down arrow” and “My Requests” should appear. Click “My Requests.”



Search Texas Group Catalog and beyond

[Search](#)

[Advanced Search](#) Search with WorldCat®

Databases: WorldCat.org

2. You will now be asked to select your Home Library by either typing “McAllen Public Library” or using the side scroll down and then press “Continue.”



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.

- Madison County Library
- Mae S Bruce Library
- Maffett Memorial Library (Groesbeck Public Library)
- Marion & Ed Hughes Public Library
- Marlin Public Library
- Martin County Library
- Mary Lou Reddick Public Library(Lake Worth Library)
- Mathis Public Library
- McAllen Public Library**
- McKinney Public Library System

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

3. Enter your Library Card Number and Pin Number to login.



Texas Group Catalog Login

Please enter your barcode:

Please enter your PIN code:

4. On this screen you will see “My Requests” and your name beside it. You will be able to see the status of your request, total number of requests, view details about your requests and cancel requests from this screen.

My Requests (John Doe)

View or manage items that you have requested

Total Requests: 2 Sort by: Date (Newest First) ▾

- Decorating**
by Giles Kime
Format: Book

Request ID: 934461
Requested On: 2013/05/13
Source: NRE
Status: Cancelled

[View Detail](#)
- Decorating**
by Giles Kime
Format: Book

Request ID: 934524
Requested On: 2013/05/13
Source: NRE
Status: New

[Cancel request](#) [View Detail](#)

5. To sign out from viewing your requests, go to the upper right hand corner where you will see “Signed into as your name” and click “Sign Out.”

Texas Group Catalog | Search | WorldCat | [WorldCat \(Sign In\)](#)

Signed into as John Doe ([Sign Out](#))

Connected to the Mcallen Memorial Library Network



Texas Group Catalog

Libraries to search: Libraries Worldwide | [Advanced Search](#)

Search

My Requests (John Doe)

View or manage items that you have requested

Total Requests: 1 Sort by: Date (Newest First) ▾

- Decorating**
by Giles Kime
Format: Book

Request ID: 950190
Requested On: 2013/05/22
Source: NRE
Status: New

[Cancel request](#) [View Detail](#)