



STEP BY STEP: REQUESTING ILL ITEMS

Submit requests for Interlibrary Loan (ILL) at McAllen Public Library (MPL) by following this step-by-step guide. For details, visit bit.ly/mcaILL.

Step

01

Eligibility to Submit a Request



To be eligible to submit ILL requests, you must have a valid MPL card, PIN, and email address. To create a Library Card or if you have questions about your current card status, visit bit.ly/mplborrowing or call **956-681-3021**.

Step

02

Enter the ILL Portal



Go to bit.ly/mcaILL and click the **Place Your ILL Request** button.

Step

03

Logging In



Click the **Please Login** tab in the upper right corner and input your credentials.

Step

04

Searching for Materials



Quick Search - Allows you to discover materials using the word(s) you input. Search for one or more terms in your search query.

- Type your search word (*title, author, subject, etc.*) into the **Search Box**. Click on the **Index Menu** to search *All Headings* or a *specific index*.

Advanced Search - Create search queries with logical functions such as '**And**', '**Or**', and '**Not**'. Enter up to three search terms, and search across multiple indexes.

- Search resource(s) by clicking **Advanced** option & expanding **Resources** field.
- Advanced Search displays three search boxes you're able to use to search for items. Choose preferred options for matching criteria and specify the index you'll be using.
- To choose the sort order for the search results, use the **Sort Order** option. Narrow your search by using filters.
- Press the button labeled **Search ##### Records** to start your search.

Step

05

Browse Items



Brief Browse List - Displays the results of all resources utilized in your search. Customize the **Brief Browse List's** display format and use filters to refine search.

Full Record Display - A **Brief Browse List's** title link must be clicked in order to view the **Full Record Display**. A book cover artwork and all of the linked title's bibliographic data are included in this display.

Step

06

Submit ILL Requests



When you click a **Request this Item**  icon for a title on a **Brief Browse List** or click the **Request this Item** button on a **Full Record Display**, the ILL Request Form displays.

- As applicable, fill in the form fields with the necessary data. Fields marked with a **red asterisk (*)** need to be completed.
- Click the **Submit** button to send the request.
- A confirmation screen displays indicating request has been accepted.

Step

07

Tracking Your Requests



You may access the following features through the **Your Account** menu after logging into the system:

- Select **Items from Other Libraries** to track and manage your requests.
- The # of requests you've submitted during the current time period, and the # of additional requests you can submit at MPL (**total of 6**).
- To modify the pickup location for the requested item, use the **Pickup Location** option.
- To cancel a request currently being processed, click the **Cancel Item** button.

Step

08

Receiving / Returning Items



You'll be notified by email when the requested material arrives. Materials ready for pick up are held at the Circulation Desk for **7 DAYS**.

- If we're unable to fulfill your request, you'll receive notification of the **UNFILLED** status by email.
- If you should need to make a renewal, contact the ILL department **3 days before the due date**. We'll make a request for renewal. You'll then be contacted regarding the lending library's decision.
- Return items at the Circulation Desk by the due date.

Questions? Contact us:

Email: interlibraryloan@mcallen.net **Phone:** (956) 681-3026