

## About Interlibrary Loans

The interlibrary loan (ILL) service provides Brazoria County Library cardholders an opportunity to obtain library materials not owned by the Brazoria County Library System (BCLS).

Books, videos, music, and photocopies of magazine or journal articles may be requested through interlibrary loan.

Some libraries will not lend certain materials such as newly released books or movies, rare books, reference books, genealogy materials, and microfilm. Requests for these types of materials may take longer than the normal request period while we try to find a lending library. These items may go unfilled if unavailable.

There is no charge for this service. However, some libraries do charge fees for certain items such as copies, research, or genealogical items. You will be contacted for approval and agreement to pay any fees for borrowing an item through ILL. All interlibrary loans are dependent upon the lending library policies of the loaning branch.

A patron cannot have fines of \$10.00 or more when requesting an interlibrary loan.

The library will not request items with a new publication/release date of less than six months.

You may request a renewal for an ILL item unless otherwise noted. Please request a renewal at least four days before the library due date.

All ILL material must be checked in and out from the same branch. Return the items inside at the circulation desk. Please do not place in book drop.

**Alvin** (281) 388-4300  
Mon, Wed, Fri: 10-6  
Tues, Thurs: 10-8  
Sat: 10-5  
Closed Sundays

**Angleton** (979) 864-1519  
Mon, Tues: 9-8  
Wed, Thurs, Fri, Sat: 9-6  
Closed Sundays

**Brazoria** (979) 798-2372  
Mon, Wed, Fri: 10-6  
Tue, Thurs: 10-8  
Sat: 10-5  
Closed Sundays

**Clute** (979) 265-4582  
Wed, Fri: 10-6  
Tue, Thurs: 10-8  
Sat: 10-5  
Closed Mondays/Sundays

**Danbury** (979) 922-1905  
Mon, Wed, Fri: 10-6  
Tues, Thurs: 1-8  
Closed Saturdays/Sundays

**Freeport** (979) 233-3622  
Mon, Wed: 10-8  
Tues, Thurs: 10-6  
Sat: 10-5  
Closed Fridays/Sundays

**Lake Jackson**  
(979) 415-2590  
Mon, Wed, Thurs: 10-8  
Tues, Fri: 10-6  
Sat: 10-5  
Closed Sundays

**Manvel** (281) 489-7596  
Mon, Wed, Fri: 10-6  
Tues, Thurs: 10-8  
Sat: 10-5  
Closed Sundays

**Pearland** (281) 652-1677  
Mon, Tues, Wed: 10-9  
Thurs, Fri: 9-6  
Sat: 10-6  
Closed Sundays

**Pearland Westside**  
(713) 436-0995  
Mon, Wed, Fri, Sat: 10-6  
Tues, Thurs: 10-9  
Closed Sundays

**Sweeny** (979) 548-2567  
Tues, Thurs: 10-8  
Wed, Fri: 10-6  
Sat: 10-5  
Closed Mondays/Sundays

**West Columbia**  
(979) 345-3394  
Mon, Wed: 10-8  
Tues, Thurs: 10-6  
Sat: 10-5  
Closed Fridays/Sundays



**BRAZORIA COUNTY LIBRARY SYSTEM**

912 N. Velasco

Angleton, Texas 77515 | (979) 864-1505

[bcls.lib.tx.us](http://bcls.lib.tx.us)

# INTERLIBRARY LOANS



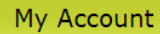
**BRAZORIA COUNTY  
LIBRARY SYSTEM**

IF WE DON'T HAVE IT,  
WE CAN FIND IT FOR YOU!

## Logging In

The first step in requesting an interlibrary loan is to log in to your account on the library's website.

1. Go to <http://bcls.lib.tx.us>
2. Click on:

A yellow rectangular button with the text "My Account" in black.

3. Enter your library card number in the "username/barcode" box
4. Enter your password ("1234" is your default password if you have not changed it)

Please enter your username or barcode, and password.

A login form with two input fields. The first is labeled "Username or Barcode:" and has a "Create Username" link below it. The second is labeled "Password:" and has a "Forgot your password?" link below it. A "Log In" button is at the bottom.

## Searching the Interlibrary Loan Catalog

Once you have logged in to your library account, you will be shown your account page.

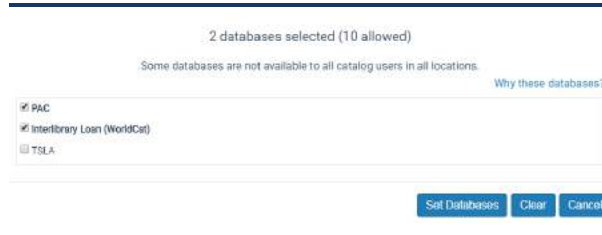
- Click on the **Search** tab and select the **Advanced** setting
- Click on **"Select Databases"**

A search interface with four "Field" dropdown menus, each followed by an "And" dropdown menu. Below the fields are "Go" and "Clear" buttons. A link "Add or exclude another set of search terms" is below. At the bottom, there is a "Limit by" dropdown set to "All formats" and a "Using" dropdown set to "1 selected databases". A "Select Databases" button is circled in red.

You will see a list of three databases to search from:

PAC (the BCLS database), the interlibrary loan database (WorldCat), and TSLA (the Texas State Library catalog)

Select the interlibrary loan database and click on the **"Set Databases"** button.

A database selection interface. At the top, it says "2 databases selected (10 allowed)". Below that, it says "Some databases are not available to all catalog users in all locations." and "Why these databases?". There are three checkboxes: "PAC" (checked), "Interlibrary Loan (WorldCat)" (checked), and "TSLA" (unchecked). At the bottom right, there are "Set Databases", "Clear", and "Cancel" buttons.

Enter any applicable information into the search windows and select the format you are looking for in the **"Limit by"** setting.

A search interface similar to the previous one, but with a "Limit by" dropdown menu set to "All formats" circled in red. The "Using" dropdown is set to "2 selected databases". A "Select Databases" button is highlighted in yellow.

Submit search.

The search results page will display the number of hits (if any) that have been found in the BCLS or interlibrary loan database.

Select **"Add Pending Results"** if initial results are not sufficient.

## Placing a Request

The list of search results will look similar to a search for items that BCLS owns. Once you've found the item you want to request, click the **"Place Request"** button.

On the page that follows, choose your preferred pick up library from the drop-down menu, and click **"Submit Request"**. You will see a message confirming your request.

Your request will be reviewed, and you will be notified.

Two blue buttons: "Continue" and "Cancel".

You will then be given the options: **"Return to search results," "Go to your list of hold requests,"** or **"Log out"**.

Three blue buttons: "Return to search results", "Go to your list of hold requests", and "Log Out".

**Please note: if you owe fines of \$10 or more, your ILL request will be denied.**

## Microfilm & Article Requests

Newspaper and microfilm requests must be made with a clerk, in-branch, and include as much information as possible. This is to insure that we have enough information to find which libraries own this material, to help the libraries locate the exact information being sought, and whether or not it is available for interlibrary loan.

All microfilm requests that have been filled will be directed to one of our three branches that currently house our viewing machines (Lake Jackson, Alvin, or Angleton).