

**TOM GREEN COUNTY LIBRARY  
SYSTEM**

**STEPHENS CENTRAL LIBRARY**

33 W. Beaugard  
(325) 655-7321  
Email: ill@co.tom-green.tx.us

Mon.—Thu. .... 9 a.m.— 9 p.m.  
Fri. .... 9 a.m.— 6 p.m.  
Sat. .... 9 a.m.—5 p.m.  
Sun... closed

**ANGELO WEST BRANCH**

3013 Vista Del Arroyo  
(325) 659-6436  
Email: West@co.tom-green.tx.us

Mon...closed  
Tue.—Fri. .... 10 a.m.— 6 p.m.  
Sat..... 10 a.m.— 5 p.m.  
Sun... closed

**NORTH ANGELO BRANCH**

3001 N. Chadbourne  
(325 ) 653-8412  
Email: North@co.tom-green.tx.us

Mon... closed  
Tue.—Fri..... 10 a.m.— 12 p.m.,  
1 p.m.— 6 p.m.  
Sat..... 10 a.m.—12 p.m.,  
1 p.m.—5 p.m.  
Sun... closed

2011  Tom Green County Library  
33 W. Beaugard Ave.  
San Angelo, TX 76903

*Tom Green County Library*

**How to  
Request an  
Interlibrary  
Loan**



## What is Interlibrary Loan?

If you're looking for a book or magazine article and can't find it in the library, we can request it from libraries outside the Tom Green County Library System through **Interlibrary Loan**.

**Interlibrary loans** usually take around 2 weeks to arrive, and are typically available for between 3 and 5 weeks, depending on the policy of the lending library.

Many public and university libraries around the United States provide this service. Each library has its own lending policy which may change at the discretion of that library.

Most libraries will **not** make the following items available to borrow through interlibrary loan:

New Books  
Microfilm/Microfiche  
Reference Materials  
Rare Books



## How to Request an Interlibrary Loan

1. Start at the library homepage (**tgclibrary.com**).
2. Click on the **Research/Local Info** tab.
3. Click on the **Interlibrary Loan** box in the left-hand column.
4. Click on the **Submit a Request** link. This will open a new window for the Texas Group Catalog.
5. In the Search box in the center of the screen, enter the title of the book that you want to request, and click **Search**. This should bring up a list of books.
6. Browse through the list until you see the title that you want; then **click on that title**. This will open the page for that particular book.
7. In the lower right corner of the screen, you should see a **Request Item** button. If you don't see it, you may need to scroll down slightly. Click that button.
8. In the page that comes up, select **Tom Green County Library System**, and click **Continue**.
9. Enter your library card number and the first three letters of your last name (all lower case) in the boxes that come up, and click **Submit Query**.
10. Enter your email address. **If you don't have an email, enter your phone number in that space instead.**
11. If you would like the book sent to the **North Branch** or **West Branch**, select that option from the drop-down menu next to Pickup Location.
12. Click **Continue**. A new page should open telling you that the **request was submitted successfully**. If this doesn't happen, call or come in to the library and request assistance.