

**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?

How to Request an 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



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.