Patron Initiated Interlibrary Loan-Limit 2 per person-Items requested must be at least 3 months old

1) Go to the Haysville Community Library website at http://www.haysvillecommunitylibrary.org/
2) Click on “Search the Catalog”
3) If the item is not in the catalog, go to http://ow.ly/Rn33B
4) In the search box, enter the title, then click on magnifying glass to search. If you don’t know the title click the down arrow in the Title box to choose Subject, Author, etc.

5) After it completes the search, go to the left side of the page and click on the proper format

6) Click on book cover to open record

7) If available, select “Request this item”
8) Fill out the form (sample below) by the arrows. If you don’t have an email you will not be able to receive email notifications of status. Put NA in the box if you don’t have an email and put your phone number in the Patron’s Phone box. Then you will be called when the item comes in. Please put in your library card number without spaces.
9) Click Submit

10) If you enter your information the same every time, you will be able to keep track of your ILL by clicking on Track ILL Requests

11) Enter the following information
12) When staff receives the item at the library, an email will automatically be sent to you if you entered your email.
13) Renewals may be an option depending on the library. Request the renewal at least 3 days before the due date.
14) Remember to always return items on time so that the Haysville Community Library remains in Good Standing and may borrow again from the loaning library.