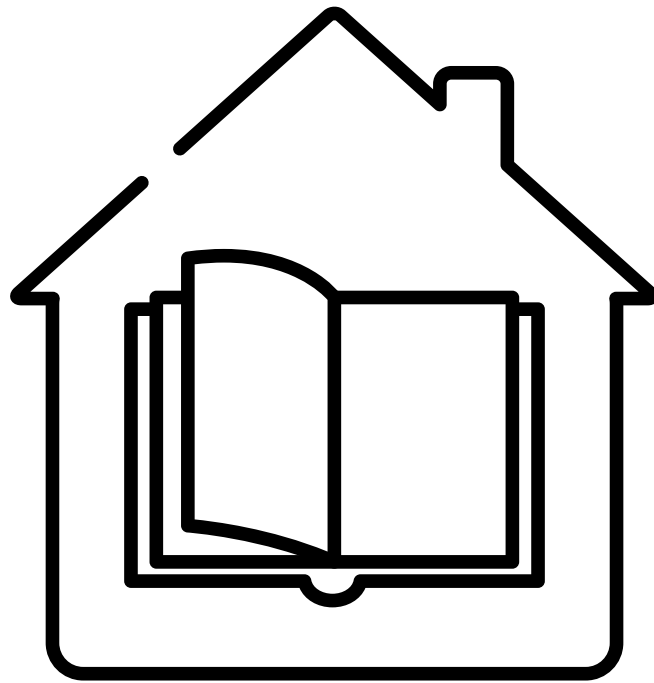


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**CORTEZ PUBLIC LIBRARY**  
HOW TO USE INTERLIBRARY LOAN



**HOW TO  
REQUEST  
BOOKS ON  
INTERLIBRARY  
LOAN**



**LOGIN**

Go to the above website. You can either select "Sign In" on the left side in the menu bar or on the right top corner of the webpage.

Username: Your library card number, no spaces

Password: Your last name in all lowercase letters or the password you set

Select Your Library: Cortez Public Library

**TO SEARCH FOR  
ITEMS**

Go to "Standard Search" in the menu. Select "ALL LIBRARIES" in the drop down menu and type your search into the search bar. This may be the title of the book, the author or keywords.

If you know the title and author of a book or want to specify whether you would like a book, a DVD or an audio book, use "Advanced Search".

Once you have found the item you would like to request, click "Get it!" on the right side. And then simply hit "Request" and your request will be on the way to us!

**RECEIVING ITEMS**

Your request will go through an authorization process and as soon as the item has shipped, a temporary external ILL reserve will be placed on your card. You will also be able to check the status of your requests on the right menu bar under "My Account > My Requests". Once the item arrives, it will be processed and you will receive a call from us that it is ready for pick up!