

## About Interlibrary Loans

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

Patrons are allowed 20 active ILL requests/ checkouts at a time. Books, videos, music, and photocopies of magazine or journal articles may be requested through interlibrary loan. Photocopies of ILL-requested documents are free, up to 50 pages.

Many libraries will NOT lend certain materials such as items released within the past six months, rare books, reference books, genealogy materials, and microfilm. These items may go unfilled if unavailable. BCLS will not request any ILL items with a fee attached.

Patrons 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.

ILL requests that go unclaimed are subject to a \$5.00 fee. Patrons who are unable to pick up their ILL holds on time should notify their branch library.

<b>Alvin</b> (281) 388-4300 M,W,F,Sat 10-6 Tue, Thu: 10-8 Closed Sundays	<b>Lake Jackson</b> (979) 415-2590 M,W,Thu 10-8 Tue,F,Sat 10-6 Closed Sundays
<b>Angleton</b> (979) 864-1519 M,Tue 9-8 W,Thu,F 9-6 Sat 10-6 Closed Sundays	<b>Manvel</b> (281) 489-7596 M,W,F,Sat: 10-6 Tue,Thu 10-8 Closed Sundays
<b>Brazoria</b> (979) 798-2372 M,W,F,Sat 10-6 Tue,Thu 10-8 Closed Sundays	<b>Pearland Tom Reid</b> (281) 652-1677 M,Tue,W 10-9 Thu, Fri 9-6 Sat 10-6 Closed Sundays
<b>Clute</b> (979) 265-4582 Tue,Thu 10-7 W,F,Sat 10-6 Closed Mondays/Sundays	<b>West Pearland</b> (713) 436-0995 M,W,F 9-6 Tue,Thu 10-9 Sat 10-6 Closed Sundays
<b>Danbury</b> (979) 922-1905 M,W,F 10-6 Tue,Thu 1-7 Closed Saturdays/Sundays	<b>Sweeny</b> (979) 548-2567 Tue,Thu 10-7 W,F,9-6 Sat 10-6 Closed Mondays/Sundays
<b>Freeport</b> (979) 233-3622 M,W 10-7 Tue,Thu,Sat 10-6 Closed Fridays/Sundays	<b>West Columbia</b> (979) 345-3394 M,W 10-7 Tue,Thu,Sat 10-6 Closed Fridays/Sundays

# INTERLIBRARY LOANS



**BRAZORIA COUNTY  
LIBRARY SYSTEM**

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



**BRAZORIA COUNTY LIBRARY SYSTEM**

912 N. Velasco, Angleton, Texas 77515 | (979) 864-1505

[mybcls.org](http://mybcls.org)

## 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://mybcls.org>
2. Click on:

My Account

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.

Username or Barcode:

Create Username

Password:  1234

Forgot your password?

## 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**"

Find:  Any Field

And:  Any Field

And:  Any Field

And:  Any Field

Add or exclude another set of search terms

Limit by:  All formats

Using: 1 selected database

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.

2 databases selected (10 allowed)

Some databases are not available to all catalog users in all locations. [Why these databases?](#)

PAC

Interlibrary Loan (WorldCat)

TSLA

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

Find:  Any Field

And:  Any Field

And:  Any Field

And:  Any Field

Add or exclude another set of search terms

Limit by:  All formats

Using: 2 selected databases

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.

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